



STATE OF NEVADA

Board of Examiners Meeting



VOLUME I

Agenda
Detailed Agenda
Action Items
Leases
Contracts
Master Services Agreements

Capitol Building
The Guinn Room
101 North Carson Street
Carson City, Nevada
August 15, 2011 9:00 AM

POST

*** NOTICE OF PUBLIC MEETING ***

BOARD OF EXAMINERS

LOCATION: Capitol Building
The Guinn Room
101 N. Carson Street
Carson City, Nevada

DATE AND TIME: August 15, 2011, 9:00 a.m.

Below is an agenda of all items to be considered. **Action will be taken on items preceded by an asterisk (*)**. Items on the agenda may be taken out of the order presented, items may be combined for consideration by the public body; and items may be pulled or removed from the agenda at any time at the discretion of the Chairperson.

AGENDA

1. **PUBLIC COMMENTS**
- *2. **FOR POSSIBLE ACTION – APPROVAL OF THE JUNE 14, 2011 BOARD OF EXAMINERS’ MEETING MINUTES**
- *3. **FOR POSSIBLE ACTION – APPROVAL OF THE JULY 20, 2011 BOARD OF EXAMINERS’ MEETING MINUTES**
- *4. **FOR POSSIBLE ACTION – APPROVAL TO PAY A CASH SETTLEMENT**
Pursuant to NRS 41.037, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.
 - A. **Department of Transportation – Administration - \$5,000,000**

This is a recommendation, following a judicial settlement conference, for settlement of an eminent domain action, *State of Nevada v. Falcon Capital, LLC.*, that sought to acquire in fee and by permanent easement three small parcels for the I-580 Freeway Extension Project. Settlement entails the acquisition of 31.5 acres for \$5 million and submission of the issue of the taking of water rights to binding arbitration.

***5. FOR POSSIBLE ACTION – VICTIMS OF CRIME 2011 4TH QUARTER REPORT AND 2012 1ST QUARTER RECOMMENDATION**

NRS 217.260 requires the Board of Examiners to estimate available revenue and anticipated claim costs each quarter. If revenues are insufficient to pay anticipated claims, the statute directs that claim payments must be reduced proportionately. The Victims of Crime Program Coordinator recommends paying the Priority 1 & 2 claims at 100% and Priority 3 claims at 100% of the approved amount for the 1st quarter of FY 2012.

***6. FOR POSSIBLE ACTION – STATE VEHICLE PURCHASE**

Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer or employee of the State without prior written consent of the State Board of Examiners.

AGENCY NAME	# OF VEHICLES	NOT TO EXCEED:
Department of Wildlife – Fisheries Management	5	\$138,937
Total:		\$138,937

***7. FOR POSSIBLE ACTION – REQUEST FOR GENERAL FUND ALLOCATION FROM THE INTERIM FINANCE COMMITTEE (IFC) CONTINGENCY FUND**

Pursuant to NRS 353.268, an agency or officer shall submit a request to the State Board of Examiners for an allocation by the Interim Finance Committee from the Contingency Fund.

A. Department of Agriculture – Predatory Animal and Rodent Control - \$18,500

The Department is requesting an allocation from the Interim Finance Committee Contingency Fund in the amount of \$18,500 to support a cash shortfall in FY 11.

B. Department of Agriculture – Veterinary Medical Services - \$43,404

The Department is requesting an allocation from the Interim Finance Committee Contingency Fund in the amount of \$43,404 to support a cash shortfall in FY 11.

C. Department of Public Safety – Highway Patrol - \$1,886

The Department is requesting an allocation from the Interim Finance Committee Contingency Fund in the amount of \$1,886 to cover costs associated with visiting dignitary protection in FY 11.

***8. FOR POSSIBLE ACTION – REQUEST FOR GENERAL FUND ALLOCATION FROM THE INTERIM FINANCE COMMITTEE (IFC) CONTINGENCY FUND**

Pursuant to NRS 304.230, Governor Sandoval issued a proclamation specifying a special election to fill the Congressional District 2 vacancy will be held on September 13, 2011.

A. Secretary of State’s Office - \$539,137

The agency is requesting an allocation of \$539,137 from the Interim Finance Committee Contingency Fund to reimburse counties for all costs and expenses incurred by the counties to conduct the special election.

***9. FOR POSSIBLE ACTION – STATE ADMINISTRATIVE MANUAL**

The State Administrative Manual (SAM) is being submitted to the Board of Examiners’ for approval of additions in the following Chapters: **0200 – Travel, 2600 - Claims**

***10. FOR POSSIBLE ACTION – TORT CLAIM**

Approval of tort claim pursuant to NRS 41.037

**A. Stephen D. Heslop – TC15639
Amount of Claim – \$89,999.00**

***11. FOR POSSIBLE ACTION – LEASES**

BOE #	LESSEE	LESSOR	AMOUNT
1.	Department of Health and Human Services – Southern Nevada Adult Mental Health	DRAPS-AZ, LLC	\$1,516,438
	Lease Description: This is an existing lease to house Southern Nevada Adult Mental Health which was renegotiated with the landlord. A Savings of \$86,386. Term of Lease: 03/01/2010 – 09/30/2014		
2.	Department of Health and Human Services – Mental Health and Developmental Services – Rural Services	Nakoma Investments, LLC	\$259,776
	Lease Description: This is a relocation to house the Division of Mental Health and Developmental Services, Rural Services. Term of Lease: 09/01/2011 – 08/31/2014		
3.	Department of Health and Human Services – Welfare and Supportive Services	O’Flaherty Rentals, LLC	\$156,921
	Lease Description: This is an amendment to an existing lease to correct the termination date of each year of this five year lease from July 31 to May 31. No change in rental amounts. All other terms remain the same. Term of Lease: 06/01/2010 – 05/31/2015		

***12. FOR POSSIBLE ACTION – CONTRACTS**

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
1.	030	ATTORNEY GENERAL'S OFFICE - TORT CLAIM FUND	GILBERT COLEMAN, PHD	OTHER: INSURANCE PREMIUM TRUST FUND	\$80,000	PROFESSIONAL SERVICE
	Contract Description:	This is a new contract to provide continued litigation support, including market and economic feasibility studies and statistical analysis, as well as testimony in regards to the economic analysis in defense of lawsuits against the State of Nevada.				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12332	
2.	030	ATTORNEY GENERAL'S OFFICE - TORT CLAIM FUND	CASEY, NEILON & ASSOCIATES	OTHER: INSURANCE PREMIUM TRUST FUND	\$50,000	
	Contract Description:	This is a new contract to complete the annual financial statement audit of the Insurance Premium Trust Fund. The audit incorporates planning, fieldwork, completion and evaluation, and financial statement preparation and review phases. These phases include an evaluation of risk assessment procedures, document review, legal response evaluation, and finalizing financial statements.				
		Term of Contract:	07/12/2011 - 06/30/2013	Consultant: NO	Contract # 12329	
3.	030	ATTORNEY GENERAL'S OFFICE - TORT CLAIM FUND	RONALD MARK SHANSKY, MD	OTHER: INSURANCE PREMIUM TRUST FUND	\$80,000	
	Contract Description:	This is a new contract to provide compliance services based on a settlement agreement reached between the American Civil Liberties Union (representing inmates of the NDOC in a class action lawsuit) and the State of NV. Dr. Shansky is to be a neutral medical monitor to ensure compliance with the terms of the settlement agreement. In accordance with the settlement agreement plan, Dr. Shansky will conduct inspections of the Ely State Prison facility and submit his reports to both parties.				
		Term of Contract:	07/12/2011 - 06/30/2013	Consultant: NO	Contract # 12334	
4.	040	SECRETARY OF STATE'S OFFICE - HAVA ELECTION REFORM	DEPARTMENT OF MOTOR VEHICLES	FEDERAL	\$80,000	EXEMPT
	Contract Description:	This is a new contract, retroactive to July 1, 2011, to cover the next 5 years of interface between the Voter Registration Application and the DMV data base to support the Help America Vote Act (HAVA). DMV will accept and validate records in a batch process against DMV's database. Any records that do not validate against the DMV database will be then processed against the Social Security database for validation. The remaining unvalidated records will be returned to the customer.				
		Term of Contract:	Upon Approval - 06/30/2016	Consultant: NO	Contract # 12438	
5.	082	DEPARTMENT OF ADMINISTRATION - BUILDINGS AND GROUNDS	KFC BUILDING CONCEPTS, INC.	FEE: BUILDING & GROUNDS BUILDING RENTAL INCOME FEES	\$200,000	
	Contract Description:	This is a new contract to provide ongoing general contracting services for various State buildings in the Reno and Carson City areas, on an as needed basis and at the request and approval of a Buildings and Grounds designee.				
		Term of Contract:	09/01/2011 - 08/31/2015	Consultant: NO	Contract # 12409	
6.	082	STATE PUBLIC WORKS DIVISION - GENERAL 05 CIP - ADA-NON-EXEC	GANTHNER MELBY, LLC	BONDS: 81% OTHER: 19%	\$17,900	PROFESSIONAL SERVICE
	Contract Description:	This is a new contract to provide professional/architectural services for the Northern Nevada Correctional Center Americans with Disabilities Act Renovations; SPWD Project No. 09-S02-5; Contract No. 6320.				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12451	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
7.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	AINSWORTH ASSOCIATES	OTHER: DEPENDS UPON THE PROJECT REQUIRING THIS SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description:	This is a new contract to provide mechanical/electrical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6156			
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12412	
8.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	AON FIRE PROTECTION	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description:	This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6272			
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12436	
9.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	AON FIRE PROTECTION	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description:	This is a new contract to provide accessibility plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6284			
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12446	
10.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	BAGHERI, MAHNOUSH DBA APEX ENGINEERING	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description:	This is a new contract to provide structural plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan Checking services are only paid for as services are rendered. SPWD Contract No. 6046			
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12425	
11.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	BUILDING CONTROL SERVICES, INC.	OTHER: DEPENDS UPON THE PROJECT REQUIRING THIS SERVICE	\$200,000	PROFESSIONAL SERVICE
		Contract Description:	This is a new contract to provide third party commissioning services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Commissioning services are only paid for as services are rendered. SPWD Contract No. 6164			
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12404	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
12.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	BUREAU VERITAS NORTH AMERICA	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6231				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12407	
13.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	CR ENGINEERING LTD	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide mechanical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6157				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12403	
14.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	GANTHNER MELBY, LLC	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide accessibility plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6228				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12429	
15.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	GARY GUY WILSON PROFESSNL CORP	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide accessibility plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6230				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12430	
16.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	GARY GUY WILSON PROFESSNL CORP	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6233				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12435	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
17.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	INTERWEST CONSULTING GROUP, INC.	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6234 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12444				
18.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	JBA CONSULTING ENGINEERS, INC.	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide mechanical/electrical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6155 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12414				
19.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	MELROY ENGINEERING, INC. DBA MSA ENGINEERING CONSULTANTS	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide electrical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6161 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12413				
20.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	DANIEL B. PETERSON	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide mechanical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6159 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12415				
21.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	PLAN CHECK ASSOCIATES, INC.	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6235 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12427				

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
22.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	PRECISION INSPECTION COMPANY	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract no. 6236 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12442				
23.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	R2H ENGINEERING, INC.	OTHER: DEPENDS UPON THE PROJECT REQUIRING THIS SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide structural plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan Checking services are only paid for as services are rendered. SPWD Contract No. 6056 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12406				
24.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	SUNRISE ENGINEERING, INC.	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6237 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12411				
25.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	TMCX SOLUTIONS, LLC	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$200,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide third party commissioning services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Commissioning services are only paid for as services are rendered. SPWD Contract No. 6167 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12431				
26.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	WILLDAN	OTHER: DEPENDS UPON THE PROJECT REQUIRING SERVICE	\$100,000	PROFESSIONAL SERVICE
		Contract Description: This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6238 Term of Contract: Upon Approval - 06/30/2013 Consultant: NO Contract # 12421				

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27.	082	DEPARTMENT OF ADMINISTRATION STATE PUBLIC WORKS DIVISION All Budget Accounts	WOOD RODGERS, INC.	OTHER: DEPENDS UPON THE PROJECT REQUIRING THIS SERVICE	\$100,000	PROFESSIONAL SERVICE
	Contract Description:	This is a new contract to provide materials testing and inspection services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Testing services are only paid for as services are rendered. SPWD Contract No. 6039				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12405	
28.	085	DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT - INSURANCE & LOSS PREVENTION	WILLIS MANAGEMENT (VT), LTD.	OTHER: INTERNAL SERVICE FUND	\$90,000	
	Contract Description:	This is a new contract to establish and administer a new state-owned captive insurance company. The Captive will provide reimbursement of deductible obligations of the State of Nevada Risk Management Division's Workers' Compensation Insurance Program. The deductible reimbursement program will be limited to claims involving heart, lung, hepatitis, and cancer presumptive benefits.				
		Term of Contract:	08/09/2011 - 08/09/2013	Consultant: NO	Contract # 12424	
29.	102	COMMISSION ON ECONOMIC DEVELOPMENT	NOBLE STUDIOS	GENERAL	\$190,000	
	Contract Description:	This is a new contract to provide "Marketing Strategy and Execution" to develop innovative, effective, and efficient marketing strategy and campaigns to highlight Nevada as an attractive place to operate a business. Website maintenance includes optimization, improvement, and new ways to engage the online community including both the strategy and management of a successful social media platform.				
		Term of Contract:	09/01/2011 - 06/30/2012	Consultant: NO	Contract # 12420	
30.	187	DEPARTMENT OF INFORMATION TECHNOLOGY - NETWORK TRANSPORT SERVICES	BOARD OF REGENTS-UNR	OTHER: REVENUE	\$39,472	
	Contract Description:	This is a new revenue interlocal agreement to provide rack space at Angel Peak, Fairview Peak and Sober Peak as well as Microwave Channel rental at Skull Mountain and TV Hill for the UNR Seismology Department.				
		Term of Contract:	07/01/2011 - 06/30/2013	Consultant: NO	Contract # 12365	
31.	332	DEPARTMENT OF CULTURAL AFFAIRS - LIBRARY AND ARCHIVES - NEVADA STATE LIBRARY	SCHOLASTIC, INC. DBA SCHOLASTIC LIBRARY PUBLISHING	GENERAL	\$116,000	
	Contract Description:	This is a new contract to provide access to online K-12 licensed encyclopedia databases. These databases are used remotely statewide by students and libraries in Nevada which support K-12 curriculum.				
		Term of Contract:	08/10/2011 - 06/30/2013	Consultant: NO	Contract # 12324	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION	
32.	403	DEPARTMENT OF HEALTH AND HUMAN SERVICES - HEALTH CARE FINANCING & POLICY - INTERGOVERNMENTAL TRANSFER PROGRAM	WASHOE COUNTY	OTHER: INTER-GOVERNMENTAL TRANSFER (IGT)	\$3,000,000		
		Contract Description:	This is a new interlocal agreement to receive Inter-local Governmental Transfer (IGT) funds from Washoe County to support and fund the State's share of the supplemental Disproportionate Share Hospital (DSH) program for hospitals that serve a disproportionate share of uninsured, indigent and Medicaid patients pursuant to NRS 422.382.				
		Term of Contract:	07/01/2011 - 06/30/2013	Consultant: NO	Contract # 12426		
33.	403	DEPARTMENT OF HEALTH AND HUMAN SERVICES - HEALTH CARE FINANCING & POLICY - ADMINISTRATION	AGING AND DISABILITY SERVICES DIVISION	FEDERAL	\$8,000,000		
		Contract Description:	This is a new interlocal agreement to reimburse the Aging and Disability Services Division for the federal share of costs associated with administrative activities to operate the Home and Community-Based Waiver Program for the elderly population so those individuals who are at risk of being placed in hospitals or nursing facilities can be cared for in their homes and in the community, preserving independence and ties with families and friends at a lower cost than institutional care.				
		Term of Contract:	07/01/2011 - 06/30/2013	Consultant: NO	Contract # 12264		
34.	403	DEPARTMENT OF HEALTH AND HUMAN SERVICES - HEALTH CARE FINANCING & POLICY - ADMINISTRATION	BOR NSHE UNR OFFICE OF SPONSORED PROJECTS	FEDERAL	\$59,446		
		Contract Description:	This is a new Interlocal agreement to develop and host an Assistive Technology for Employment Summit and incorporate the assistive technology outcomes from the Nevada 2010 Employment Policy Summit.				
		Term of Contract:	07/01/2011 - 12/31/2011	Consultant: NO	Contract # 12401		
35.	406	DEPARTMENT OF HEALTH AND HUMAN SERVICES - HEALTH - CONSUMER HEALTH PROTECTION	HUMBOLDT COUNTY	OTHER: REVENUE	\$84,632		
		Contract Description:	This is a new revenue contract to receive the county assessment, in accordance with Senate Bill 471 of the 2011 legislative session, for services provided by the Health Division pursuant to chapters 439 (Administration of Public Health), 444 (Sanitation), 446 (Food Establishments) and 583 (Meat, Fish, Poultry and Eggs) of the Nevada Revised Statutes (NRS).				
		Term of Contract:	07/01/2011 - 06/30/2013	Consultant: NO	Contract # 12502		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
36.	406	DEPARTMENT OF HEALTH AND HUMAN SERVICES - HEALTH - HEALTH FACILITIES HOSPITAL LICENSING	NEVADA STATE BOARD OF NURSING	FEDERAL	\$441,000	
	Contract Description:	This is a new interlocal agreement with the Nevada State Board of Nursing (NSBON) to review and approve qualified training programs, as well as a competency evaluation program, for Nursing Assistant programs, in compliance with Federal Regulations; develop and maintain a registry of nursing assistants employed in nursing facilities and home health agencies; investigate all reported complaints of physical abuse or neglect, mental abuse and/or misappropriation of property by a nursing assistant; notify the Health Division of investigations and disciplinary actions, if any; enter findings of abuse, neglect or misappropriation and any rebuttals submitted to those findings in the registry as directed by the Health Division; provide quarterly reports in accordance with Federal regulations to the Health Division pertaining to the number of nursing assistants in the State of Nevada and the number of investigations referred to the Health Division.				
	Term of Contract:	07/01/2011 - 06/30/2013	Consultant: NO	Contract # 12377		
37.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - SOUTHERN NEVADA ADULT MENTAL HEALTH SERVICES (SNAMHS)	ABS SYSTEMS, INC.	GENERAL	\$27,360	
	Contract Description:	This is a new contract to provide maintenance and service to the Delta Controls and Invensys Network 8000 Building Automation Systems. These systems control the energy efficiency of all the SNAMHS Campus buildings and the Rawson-Neal Psychiatric Hospital.				
	Term of Contract:	Upon Approval - 08/08/2013	Consultant: NO	Contract # 12342		
38.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - SOUTHERN NEVADA ADULT MENTAL HEALTH SERVICES (SNAMHS)	EXECUTIVE PEST SERVICES, LLC	GENERAL	\$12,600	
	Contract Description:	This is a new contract to provide pest control at the Southern Nevada Adult Mental Health Services in Las Vegas. Pest control in Las Vegas is mandatory for keeping the facility in a sanitary condition; the environment in the Las Vegas valley is conducive to roach infestation as well as black widows and this can cause many different disease and sickness issues.				
	Term of Contract:	Upon Approval - 08/31/2013	Consultant: NO	Contract # 12384		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
39.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - SOUTHERN NEVADA ADULT MENTAL HEALTH SERVICES (SNAMHS)	DEBORAH E. KEIL PHD DABT	GENERAL	\$72,327	
	Contract Description:	This is a new contract to provide a Medical Laboratory Director who will serve as a supervisor overseeing the lab and shall select/supervise lab procedures, report findings and participate in the operation of the lab to assure compliance with NRS 642.				
		Term of Contract:	03/01/2011 - 02/28/2014	Consultant: NO	Contract # 12255	
40.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)	IRIDIUM TECHNOLOGIES INC	GENERAL	\$68,400	EXEMPT
	Contract Description:	This is a new contract which will provide the necessary dictation system, space, personnel, office equipment, supplies and supervision to transcribe medical records provided by NNAMHS				
		Term of Contract:	07/01/2011 - 06/30/2015	Consultant: NO	Contract # 12152	
41.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)	MEDSCHOOL ASSOCIATES NORTH	GENERAL	\$24,000	
	Contract Description:	This is a new interlocal agreement which will provide a Laboratory Director to NNAMHS, a requirement for Joint Commission credentialing. This position oversees the laboratory for NNAMHS and the Dini-Townsend Hospital and gives necessary lab services in support of delivery of mental health treatment to consumers.				
		Term of Contract:	07/01/2011 - 06/30/2015	Consultant: NO	Contract # 12173	
42.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - MENTAL HEALTH INFORMATION SYSTEM	NETSMART NEW YORK, INC.	GENERAL	\$609,121	SOLE SOURCE
	Contract Description:	This is a new contract for the vendor to provide services for the further development and implementation of the AVATAR practice management system, which provides consumer management, clinical data entry, practitioner entry, billing, tracking, scheduling and treatment planning for inpatient/outpatient consumers at the Division's mental health agencies.				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12344	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
43.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - DESERT REGIONAL CENTER (DRC)	NEVADA FAMILY PRACTICE RES PRO	GENERAL 50.2% FEDERAL 49.8%	\$130,000	
		Contract Description:	This is a new Interlocal Agreement for psychiatric evaluations for people who exhibit severe maladaptive behaviors and mental illness, and require psychotropic medication(s). Contractor shall recommend modes of behavior programs to be used, and/or prescribe the use of appropriate medications. Contractor shall provide professional consultation to medical and non-medical staff and monitor the psychiatric needs of the people served by DRC.			
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12386	
44.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - DESERT REGIONAL CENTER (DRC)	UNLV-SCHOOL OF MEDICINE	GENERAL 50.2% FEDERAL 49.8%	\$96,060	
		Contract Description:	This is a new Interlocal Agreement for Medical Director services. The contractor shall: oversee and monitor general health care and safety needs of all individuals; provide professional consultation to physicians, psychiatrists, and nursing services; participate in the development of applicable policies and procedures; attend meetings as needed for administrative and clinical issues; and actively participate in staff development. Contractor shall also provide pre-employment medical examinations requested by DRC.			
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12387	
45.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - DESERT REGIONAL CENTER (DRC)	WESTERN EXTERMINATOR COMPANY	GENERAL 50.2% FEDERAL 49.8%	\$14,190	
		Contract Description:	This is a new contract for pest control services at the Jones Blvd. campus in Las Vegas.			
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12367	
46.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - FACILITY FOR THE MENTAL OFFENDER	CATHOLIC HEALTHCARE WEST DBA ST. MARY'S REGIONAL MEDICAL CENTER	GENERAL	\$24,960	
		Contract Description:	This is a new contract to provide Registered Dietitian services to the Lake's Crossing Center fulfilling a requirement of the Joint Commission.			
		Term of Contract:	07/01/2011 - 06/30/2013	Consultant: NO	Contract # 12178	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION	
47.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - FACILITY FOR THE MENTAL OFFENDER	RENO RADIOLOGICAL ASSOCIATES	GENERAL	\$20,000		
		Contract Description:	This is a new contract which will provide interpretation and reporting of x-ray and imaging services performed at Renown Medical Center at the request of Lake's Crossing Center (LCC) authorized personnel. Services shall be performed in accordance with community standards of practice.				
		Term of Contract:	07/01/2011 - 06/30/2015	Consultant: NO	Contract # 12183		
48.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - RURAL CLINICS	BETTERIDGE JANITORIAL SERVICES	GENERAL	\$16,080		
		Contract Description:	This is a new contract to provide janitorial services to the Battle Mountain and Winnemucca Mental Health Centers and provide a clean, sanitary facility for consumer use.				
		Term of Contract:	07/07/2011 - 06/30/2013	Consultant: NO	Contract # 12164		
49.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - RURAL CLINICS	CASSIDY CLASSIC CLEANING	GENERAL	\$21,720		
		Contract Description:	This is a new contract is to provide janitorial services to the Douglas Mental Health Center and provide a clean, sanitary facility for consumer use.				
		Term of Contract:	07/07/2011 - 06/30/2013	Consultant: NO	Contract # 12095		
50.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - RURAL CLINICS	MASON VALLEY JANITORIAL	GENERAL	\$10,300		
		Contract Description:	This is a new contract to provide janitorial services for the Yerington Mental Health Center.				
		Term of Contract:	07/07/2011 - 06/30/2013	Consultant: NO	Contract # 12104		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
51.	408	DEPARTMENT OF HEALTH AND HUMAN SERVICES - MENTAL HEALTH AND DEVELOPMENTAL SERVICES - RURAL CLINICS	UNR MEDSCHOOL ASSOCIATES NORTH	GENERAL 86% OTHER: CLIENT CHARGES / INSURANCE RECOVERY 5% FEDERAL 9%	\$38,700	
	Contract Description:	This is a new contract to provide psychiatric therapeutic services, including crisis intervention, individual, group and family counseling for seriously emotionally disturbed youth and adults located in the rural Nevada. Contracted psychiatric services are provided where staff vacancies exist to ensure adequate coverage in the mental health clinics.				
	Term of Contract:	07/01/2011 - 06/30/2012	Consultant: NO	Contract # 12354		
52.	409	DEPARTMENT OF HEALTH AND HUMAN SERVICES - CHILD AND FAMILY SERVICES - CALIENTE YOUTH CENTER	ANALISAS BEAUTY SALON, LLC	GENERAL	\$17,496	
	Contract Description:	This is a new contract to provide barber services to the youth residing at the Caliente Youth Center.				
	Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12383		
53.	409	DEPARTMENT OF HEALTH AND HUMAN SERVICES - CHILD AND FAMILY SERVICES - RURAL CHILD WELFARE	GARY C. MARSH DBA ALL TOGETHER CLEANING	GENERAL 65% FEDERAL 35%	\$27,900	
	Contract Description:	This is a new contract to provide janitorial services to the Division of Child and Family Services office located in Fallon, NV.				
	Term of Contract:	09/01/2011 - 08/31/2014	Consultant: NO	Contract # 12352		
54.	409	DEPARTMENT OF HEALTH AND HUMAN SERVICES - CHILD AND FAMILY SERVICES - YOUTH PAROLE SERVICES	CORNELL COMPANIES OF CA, INC.	GENERAL	\$300,000	SOLE SOURCE
	Contract Description:	This is a new contract to provide residential services for high-risk individuals 18-21 years of age, under Youth Parole Bureau's jurisdiction, to include: case management, job development, substance abuse counseling, drug testing, three meals daily, free laundry facilities, monthly bus passes, and a discharge/termination summary report.				
	Term of Contract:	07/01/2011 - 06/30/2013	Consultant: NO	Contract # 12397		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
55.	409	DEPARTMENT OF HEALTH AND HUMAN SERVICES - CHILD AND FAMILY SERVICES - NORTHERN NEVADA CHILD & ADOLESCENT SERVICES	BHC HEALTH SERVICES OF NEVADA	GENERAL	\$416,160	SOLE SOURCE
	Contract Description:	This is a new contract to provide services at a cost of the current Nevada Medicaid rate for services provided under revenue code 0124 (daily rate for semi-private room and board for psychiatric hospital) and CPT codes 99223 (initial hospital care per day including evaluation and management of patient by admitting physician), 99232 (subsequent hospital care per day for evaluation and management of a patient by the physician) and 99239 (hospital discharge day manage more than 30 minutes) only. Other services provided as part of the acute psychiatric stay will not be reimbursed. The maximum amount of payments under budget account 3281 cannot exceed \$155,040 per fiscal year and the maximum amount of payments for budget account 3229 cannot exceed \$53,040 per fiscal year with the total contract or installments payable: upon receipt of approved invoice, not to exceed \$416,160.				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12381	
56.	431	ADJUTANT GENERAL AND NATIONAL GUARD - MILITARY	JBR ENVIRONMENTAL CONSULTANTS	FEDERAL	\$10,800	
	Contract Description:	This is a new contract to provide all labor, materials, and equipment necessary to perform solid and hazardous waste management risk evaluation (auditing) of Nevada Army National Guard (NVARNG) facilities and transporters used for transporting, storing, and disposing of hazardous and non-hazardous wastes.				
		Term of Contract:	Upon Approval - 12/30/2011	Consultant: NO	Contract # 12441	
57.	440	DEPARTMENT OF CORRECTIONS - SOUTHERN NEVADA CORRECTIONAL CENTER	SCHNEIDER ELECTRIC BUILDINGS AMERICAS, INC.	GENERAL	\$68,207	
	Contract Description:	This is a new contract to provide preventative maintenance and system support for the temperature control systems at Florence McClure Women's Correctional Center (FMWCC), High Desert State Prison (HDSP) and Southern Nevada Correctional Center (SNCC).				
		Term of Contract:	Upon Approval - 06/30/2015	Consultant: NO	Contract # 12348	
58.	653	DEPARTMENT OF PUBLIC SAFETY - DIVISION OF INVESTIGATIONS	BLACK ROCK, LLC	OTHER: REVENUE	\$24,536	
	Contract Description:	This is a new revenue contract to provide undercover law enforcement services for the 2011 Burning Man event. Black Rock City, LLC is required by the Federal Bureau of Land Management to contract with the Department of Public Safety, Investigations Division, for undercover officers during the 2011 event.				
		Term of Contract:	08/28/2011 - 12/31/2011	Consultant: NO	Contract # 12496	
59.	702	DEPARTMENT OF WILDLIFE - ADMINISTRATION	LAHONTAN AUDUBON SOCIETY	OTHER: MATCH FROM CONTRACTOR AND IN-KIND (VOLUNTEER) MATCH 36% FEDERAL 64%	\$30,000	
	Contract Description:	This is a new contract to provide funding needed to eradicate Russian olive plants (invasive weeds) on three ranches and along irrigation canals and springs in Pahranaagat Valley, Nevada.				
		Term of Contract:	Upon Approval - 08/31/2016	Consultant: NO	Contract # 12393	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
60.	702	DEPARTMENT OF WILDLIFE - GAME MANAGEMENT	OWYHEE AIR RESEARCH, INC.	FEE: UPLAND GAME STAMPS AND LICENSE FEES 23% OTHER: HERITAGE, RUBY PIPELINE 47% FEDERAL 30%	\$300,000	
		Contract Description: This is a new contract to provide fixed wing aircraft services for monitoring wildlife movements through radio telemetry, conducting fixed wing wildlife surveys, and transporting Nevada Department of Wildlife (NDOW) personnel in the course of project work.				
		Term of Contract:	08/15/2011 - 08/31/2014	Consultant: NO	Contract # 12410	
61.	704	DEPARTMENT OF CONSERVATION & NATURAL RESOURCES - PARKS - MAINTENANCE OF STATE PARKS-Non-Exec	H2O ENVIRONMENTAL, INC.	OTHER: UTILITY SURCHARGE	\$74,997	
		Contract Description: This is a new contract to provide on-call services for sewer pumping, which includes septic tanks, pit toilets, Sweet Smelling Technology (SST) toilets, and grease trap/separators at Valley of Fire State Park, Spring Mountain Ranch State Park, and Big Bend of the Colorado State Recreation Area.				
		Term of Contract:	Upon Approval - 06/30/2014	Consultant: NO	Contract # 12433	
62.	705	DEPARTMENT OF CONSERVATION & NATURAL RESOURCES - WATER RESOURCES - WATER RESOURCES	U.S. GEOLOGICAL SURVEY	GENERAL 50% FEDERAL 50%	\$813,884	EXEMPT
		Contract Description: This is a new contract for the operation and maintenance of a stream flow gaging network; groundwater level data collection; data entry; and review and publication of the data to the internet and as an annual publication.				
		Term of Contract:	07/01/2011 - 06/30/2013	Consultant: NO	Contract # 12437	
63.	705	DEPARTMENT OF CONSERVATION & NATURAL RESOURCES - WATER RESOURCES - L.V. BASIN WATER DISTRICT-Non-Exec	CARSON WATER SUBCONSERVANCY DISTRICT	OTHER: REVENUE GENERATING CONTRACT	\$20,000	
		Contract Description: This is a new interlocal agreement wherein the Carson Water Subconservancy District will provide funding to the Division of Water Resources to assist in the cost of performing ongoing groundwater pumpage inventories in Carson, Eagle, Dayton and Churchill Valleys and to publish reports of those inventories. These reports will provide an in-depth review and inventory of active groundwater rights and an estimate of the amount of water pumped under those rights.				
		Term of Contract:	Upon Approval - 06/30/2012	Consultant: NO	Contract # 12417	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
64.	709	DEPARTMENT OF CONSERVATION & NATURAL RESOURCES - ENVIRONMENTAL PROTECTION - WASTE MANAGEMENT AND FEDERAL FACILITIES	MCGINLEY & ASSOCIATES, INC.	FEE: HAZARDOUS WASTE FUND	\$1,958,529	
	Contract Description:	This is a new contract which provides technical review services and recommendations regarding reports generated by companies responsible for the environmental cleanup at the Black Mountain Industrial (BMI) Complex near Henderson, Nevada. The division's regulatory oversight requires the scientific/technical support and advisory assistance services of several specialists including toxicologists and risk assessors, chemists, statisticians, hydro geologists, and environmental/civil engineers.				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12358	
65.	709	DEPARTMENT OF CONSERVATION & NATURAL RESOURCES - ENVIRONMENTAL PROTECTION - SAFE DRINKING WATER REGULATORY PROGRAM	CALIFORNIA NEVADA SECTION	FEDERAL	\$190,400	
	Contract Description:	This is a new contract to assist the division with the process of certification testing for operators of community water systems. This vendor has developed exams with Nevada-specific questions for all levels of certified operators within the state.				
		Term of Contract:	Upon Approval - 06/30/2015	Consultant: NO	Contract # 12428	
66.	709	DEPARTMENT OF CONSERVATION & NATURAL RESOURCES - ENVIRONMENTAL PROTECTION - SAFE DRINKING WATER REGULATORY PROGRAM	GLOBAL ENVIRONMENTAL	FEDERAL	\$162,700	SOLE SOURCE
	Contract Description:	This is a new contract to provide maintenance and support for a web based data system, data migration assistance, support and training for the Safe Drinking Water Information System (SDWIS) and proprietary add on tools used by the division. The SDWIS is used to assure all public water systems are in compliance with the requirements of Nevada's public water system laws and regulations and the federal Safe Drinking Water Act. The contractor will also provide training and support for electronic data submittal from laboratories.				
		Term of Contract:	Upon Approval - 06/30/2013	Consultant: NO	Contract # 12399	
67.	741	DEPARTMENT OF BUSINESS AND INDUSTRY - INSURANCE - INSURANCE EXAMINERS	EXAMINATION RESOURCES, LLC	FEE: REIMBURSED BY EXAMINEES	\$1,200,000	PROFESSIONAL SERVICE
	Contract Description:	This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$600,000 to \$1,800,000 due to an increased volume of examinations.				
		Term of Contract:	07/13/2010 - 06/30/2014	Consultant: NO	Contract # 11223	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
68.	741	DEPARTMENT OF BUSINESS AND INDUSTRY - INSURANCE - INSURANCE EXAMINERS	EXAMINERS RESOURCE ASSOCIATES, LLC	FEE: REIMBURSED BY EXAMINEE	\$600,000	PROFESSIONAL SERVICE
	Contract Description:	This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from 1,200,000 to \$1,800,000 due to an increased volume of examinations.				
		Term of Contract:	07/13/2010 - 06/30/2014	Consultant: NO	Contract # 11225	
69.	741	DEPARTMENT OF BUSINESS AND INDUSTRY - INSURANCE - INSURANCE EXAMINERS	INS REGULATORY SERVICES, INC.	FEE: REIMBURSED BY EXAMINEES	\$1,200,000	PROFESSIONAL SERVICE
	Contract Description:	This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$1,800,000 to \$3,000,000 due to an increased volume of examinations.				
		Term of Contract:	12/14/2010 - 06/30/2014	Consultant: NO	Contract # 11234	
70.	741	DEPARTMENT OF BUSINESS AND INDUSTRY - INSURANCE - INSURANCE EXAMINERS	NORTHSTAREXAMS, LLC	FEE: REIMBURSED BY EXAMINEE	\$1,800,000	PROFESSIONAL SERVICE
	Contract Description:	This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from 1,200,000 to \$3,000,000 due to an increased volume of examinations.				
		Term of Contract:	07/13/2010 - 06/30/2014	Consultant: NO	Contract # 11228	
71.	741	DEPARTMENT OF BUSINESS AND INDUSTRY - INSURANCE - INSURANCE EXAMINERS	REGULATORY CONSULTANTS, INC.	FEE: REIMBURSEMENT FROM EXAMINEES	\$1,200,000	PROFESSIONAL SERVICE
	Contract Description:	This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$1,800,000 to \$3,000,000 due to an increased volume of examinations.				
		Term of Contract:	07/13/2010 - 06/30/2014	Consultant: NO	Contract # 11130	
72.	741	DEPARTMENT OF BUSINESS AND INDUSTRY - INSURANCE - INSURANCE EXAMINERS	RSM MCGLADREY, INC.	FEE: REIMBURSED BY EXAMINEES	\$1,800,000	PROFESSIONAL SERVICE
	Contract Description:	This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$600,000 to \$2,400,000 due to an increased volume of examinations.				
		Term of Contract:	12/14/2010 - 06/30/2014	Consultant: NO	Contract # 11226	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
73.	741	DEPARTMENT OF BUSINESS AND INDUSTRY - INSURANCE - INSURANCE EXAMINERS	SMITH-LITTLE, LLC	FEE: REIMBURSED BY EXAMINEES	\$1,200,000	PROFESSIONAL SERVICE
	Contract Description:	This is an amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$1,200,000 to \$2,400,000 due to an increased volume of examinations.				
		Term of Contract:	07/13/2010 - 06/30/2014	Consultant: NO	Contract # 11224	
74.	800	DEPARTMENT OF TRANSPORTATION All Budget Accounts	TOWILL, INC.	HIGHWAY 5% FEDERAL 95%	\$450,000	PROFESSIONAL SERVICE
	Contract Description:	This is a new contract to provide a survey of localizer performance with vertical guidance approaches at five airports within Nevada, with data being sent to the Federal Aviation Administration (FAA). The survey is to identify potentially hazardous obstructions in navigatable airspace.				
		Term of Contract:	05/28/2011 - 12/30/2013	Consultant: NO	Contract # 12432	
75.	810	DEPARTMENT OF MOTOR VEHICLES - DIRECTOR'S OFFICE	INTELLECTUAL TECHNOLOGY, INC.	OTHER: FEE FUNDS	\$27,591,949	
	Contract Description:	This is a new contract to provide for the installation, maintenance and operation of kiosks available for public use. The DMV kiosks will allow the public to perform various DMV transactions and miscellaneous functions to alleviate the need for the public to interact with DMV personnel.				
		Term of Contract:	Upon Approval - 03/31/2022	Consultant: NO	Contract # 12445	
76.	902	DEPARTMENT OF EMPLOYMENT, TRAINING & REHABILITATION - EMPLOYMENT SECURITY	WORKFORCE CONNECTIONS	FEDERAL	(\$11,082)	
	Contract Description:	This is the first amendment to the original interlocal agreement, which provides employment and training services to dislocated workers in southern Nevada as required by the Workforce Investment Act code of Federal Regulations Part 652 et al. This amendment reduces the maximum amount of the contract from \$5,102,209 to \$5,091,127 pursuant to the Training and Employment Guidance Letter number 23-10 from the United States Department of Labor effective May 3, 2011 and incorporates the entity's name change from Southern Nevada Workforce Investment Board to Workforce Connections.				
		Term of Contract:	07/01/2010 - 06/30/2012	Consultant: NO	Contract # 11068	
77.	902	DEPARTMENT OF EMPLOYMENT, TRAINING & REHABILITATION - EMPLOYMENT SECURITY	SIERRA NEVADA CONSTRUCTION, INC.	OTHER: ESD SPECIAL FUNDS	\$20,725	
	Contract Description:	This is a new contract to provide sealing and striping of parking lots at the following Department of Employment, Training, and Rehabilitation owned facilities: Reno Casual Labor, Fallon Job Connect and Elko Job Connect.				
		Term of Contract:	Upon Approval - 06/30/2012	Consultant: NO	Contract # 12394	

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
78.	902	DEPARTMENT OF EMPLOYMENT, TRAINING & REHABILITATION-EMPLOYMENT SECURITY DIVISION	TANGERINE EXPRESS, INC. DBA TANGERINE OFFICE SYSTEMS	OTHER: ALL BUDGET ACCOUNTS	\$10,000	
	Contract Description:	This is the second amendment to the original contract, which provides for the repair and maintenance of office machines at all Southern Nevada Department of Employment, Training, and Rehabilitation locations. This amendment extends the termination date from August 31, 2011 to August 31, 2013 and increases the maximum amount from \$9,500 to \$19,500 due to extension of the contract term.				
	Term of Contract:	09/25/2009 - 08/31/2013	Consultant: NO	Contract # 10291		
79.	908	DEPARTMENT OF EMPLOYMENT, TRAINING & REHABILITATION-ADMINISTRATIVE SERVICES	CHARLES MCNEIL DBA MCNEILS CLEANING SERVICE	OTHER: ALL DETR BUDGET ACCOUNTS	\$20,000	
	Contract Description:	This is a new contract, which provides janitorial services at the Nevada Job Connect, located at 121 Industrial Way, Fallon Nevada.				
	Term of Contract:	07/01/2011 - 08/09/2013	Consultant: NO	Contract # 12375		

***13. FOR POSSIBLE ACTION – MASTER SERVICE AGREEMENTS**

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	SOLE SOURCE/ PROFESSIONAL SERVICE EXEMPTION
MSA 1.	MSA	VARIOUS STATE AGENCIES	KELLY SERVICES	OTHER: VARIOUS	\$3,000,000	
	Contract Description:	This is the second amendment to the original contract which provides temporary employment services as needed by state agencies. This amendment extends the termination date from December 31, 2011 to December 31, 2012 and increases the maximum amount from \$3,000,000 to \$6,000,000 due to the continued need for these services. Additionally, this amendment clarifies that state agencies are responsible for acquiring fingerprint-based background checks rather than requesting them from the temporary employment contractor.				
	Term of Contract:	01/01/2009 - 12/31/2012	Consultant: NO	Contract # CONV7060		
MSA 2.	MSA	VARIOUS STATE AGENCIES	MANPOWER	OTHER: VARIOUS	\$3,000,000	
	Contract Description:	This is the second amendment to the original contract which provides temporary employment services as needed by state agencies. This amendment extends the termination date from December 31, 2011 to December 31, 2012 and increases the maximum amount from \$3,000,000 to \$6,000,000 due to the continued need for these services. Additionally, this amendment clarifies that State agencies are responsible for acquiring fingerprint based background checks rather than requesting these checks through the temporary employment contractor.				
	Term of Contract:	01/01/2009 - 12/31/2012	Consultant: NO	Contract # CONV7061		

14. BOARD MEMBERS' COMMENTS/PUBLIC COMMENTS

***15. FOR POSSIBLE ACTION – ADJOURNMENT**

Notice of this meeting was posted in the following locations:

Blasdel Building, 209 E. Musser St., Carson City, NV

Capitol Building, 101 N. Carson St., Carson City, NV

Legislative Building, 401 N. Carson St., Carson City, NV

Nevada State Library and Archives, 100 Stewart Street, Carson City, NV

Notice of this meeting was emailed for posting to the following location:

Capitol Police, Grant Sawyer State Office Building, 555 E. Washington Ave, Las Vegas, NV

Hadi Sadjadi: hsadjadi@dps.state.nv.us

Notice of this meeting was posted on the following website:

<http://nevadabudget.org>

We are pleased to make reasonable accommodations for members of the public who are disabled and would like to attend the meeting. If special arrangements for the meeting are required, please notify the Department of Administration at least one working day before the meeting at (775) 684-0222 or you can fax your request to (775) 684-0260.

DETAILED AGENDA

August 15, 2011

1. PUBLIC COMMENTS

Comments:

*2. FOR POSSIBLE ACTION – APPROVAL OF THE JUNE 14, 2011 BOARD OF EXAMINERS’ MEETING MINUTES

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

*3. FOR POSSIBLE ACTION – APPROVAL OF THE JULY 20, 2011 BOARD OF EXAMINERS’ MEETING MINUTES

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

*4. FOR POSSIBLE ACTION – APPROVAL TO PAY A CASH SETTLEMENT

Pursuant to NRS 41.037, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.

A. Department of Transportation – Administration - \$5,000,000

This is a recommendation, following a judicial settlement conference, for settlement of an eminent domain action, *State of Nevada v. Falcon Capital, LLC.*, that sought to acquire in fee and by permanent easement three small parcels for the I-580 Freeway Extension Project. Settlement entails the acquisition of 31.5 acres for \$5 million and submission of the issue of the taking of water rights to binding arbitration.

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

***5. FOR POSSIBLE ACTION – VICTIMS OF CRIME 2011 4TH QUARTER REPORT AND 2012 1ST QUARTER RECOMMENDATION**

NRS 217.260 requires the Board of Examiners to estimate available revenue and anticipated claim costs each quarter. If revenues are insufficient to pay anticipated claims, the statute directs that claim payments must be reduced proportionately. The Victims of Crime Program Coordinator recommends paying the Priority 1 & 2 claims at 100% and Priority 3 claims at 100% of the approved amount for the 1st quarter of FY 2012.

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

***6. FOR POSSIBLE ACTION – STATE VEHICLE PURCHASE**

Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer or employee of the State without prior written consent of the State Board of Examiners.

AGENCY NAME	# OF VEHICLES	NOT TO EXCEED:
Department of Wildlife – Fisheries Management	5	\$138,937
Total:		\$138,937

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

***7. FOR POSSIBLE ACTION – REQUEST FOR GENERAL FUND ALLOCATION FROM THE INTERIM FINANCE COMMITTEE (IFC) CONTINGENCY FUND**

Pursuant to NRS 353.268, an agency or officer shall submit a request to the State Board of Examiners for an allocation by the Interim Finance Committee from the Contingency Fund.

- A. Department of Agriculture – Predatory Animal and Rodent Control - \$18,500**

The Department is requesting an allocation from the Interim Finance Committee Contingency Fund in the amount of \$18,500 to support a cash shortfall in FY 11.

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

B. Department of Agriculture – Veterinary Medical Services - \$43,404

The Department is requesting an allocation from the Interim Finance Committee Contingency Fund in the amount of \$43,404 to support a cash shortfall in FY 11.

Clerk's Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

C. Department of Public Safety – Highway Patrol - \$1,886

The Department is requesting an allocation from the Interim Finance Committee Contingency Fund in the amount of \$1,886 to cover costs associated with visiting dignitary protection in FY 11.

Clerk's Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

***8. FOR POSSIBLE ACTION – REQUEST FOR GENERAL FUND ALLOCATION FROM THE INTERIM FINANCE COMMITTEE (IFC) CONTINGENCY FUND**

Pursuant to NRS 304.230, Governor Sandoval issued a proclamation specifying a special election to fill the Congressional District 2 vacancy will be held on September 13, 2011.

A. Secretary of State's Office - \$539,137

The agency is requesting an allocation of \$539,137 from the Interim Finance Committee Contingency Fund to reimburse counties for all costs and expenses incurred by the counties to conduct the special election.

Clerk's Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

***9. FOR POSSIBLE ACTION – STATE ADMINISTRATIVE MANUAL**

The State Administrative Manual (SAM) is being submitted to the Board of Examiners' for approval of additions in the following Chapters: **0200 – Travel, 2600 - Claims**

Clerk's Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

***10. FOR POSSIBLE ACTION – TORT CLAIM**

Approval of tort claim pursuant to NRS 41.037

- A. **Stephen D. Heslop – TC15639**
Amount of Claim – \$89,999.00

Recommendation: The report recommended that the claim be paid in the amount of \$89,999.00.

Motion By: _____ **Seconded By:** _____ **Vote:** _____
Comments:

***11. LEASES**

Three statewide leases were submitted to the Board for review and approval.

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____
Comments:

***12. CONTRACTS**

Seventy-nine independent contracts were submitted to the Board for review and approval.

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____
Comments:

***13. MASTER SERVICE AGREEMENTS**

Two master service agreements were submitted to the Board for review and approval.

Clerk’s Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____
Comments:

14. BOARD MEMBERS’ COMMENTS/PUBLIC COMMENT

Comments:

***15. FOR POSSIBLE ACTION – ADJOURNMENT**

Motion By: _____ **Seconded By:** _____ **Vote:** _____
Comments:

MINUTES

MEETING OF THE BOARD OF EXAMINERS

June 14, 2011

The Board of Examiners met on June 14, 2011, in the Guinn Room on the second floor of the Capitol Building, 101 N. Carson St., Carson City, Nevada, at 10:00 a.m. Present were:

Members:

Governor Brian Sandoval
Attorney General Catherine Cortez Masto
Secretary of State Ross Miller
Clerk Stephanie Day

Others Present:

Peter Barton, Department of Cultural Affairs, Museums and History
Mike Willden, Department of Health and Human Services
Charles Duarte, Department of Health and Human Services, Health Care, Financing and Policy
Nancy Bowman, Attorney General's Office
Lori Myer, Department of Business and Industry, Industrial Relations
Ken Kiphart, Department of Public Safety, Office of Traffic Safety
Cody Phinney, Department of Health and Human Services, Mental Health and Developmental Services
Dave Prather, Department of Health and Human Services, Mental Health and Developmental Services
Lani Smith, Department of Employment, Training and Rehabilitation
Carolyn Misumi, Department of Taxation
Jennifer Bauer, Department of Public Safety
Mark Teska, Department of Public Safety
Laura Smolyansky, Department of Information Technology
Emily Nunez, Office of Energy
Tina Sanchez, Department of Public Safety
Luana Ritch, Department of Health and Human Services, Health
Tamara Nash, Department of Employment, Training and Rehabilitation
Maureen Cole, Department of Employment, Training and Rehabilitation
Mechelle Merrill, Department of Employment, Training and Rehabilitation
Dennis Perea, Department of Employment, Training and Rehabilitation
Leah Lamborn, Department of Health and Human Services, Health Care, Financing and Policy
Janice Prentice, Department of Health and Human Services, Health Care, Financing and Policy
Dorrie, Kingsley, Department of Health and Human Services, Health Care, Financing and Policy
Mark Costa, Department of Cultural Affairs
Mike Fischer, Department of Cultural Affairs
Julie Chapman, Department of Public Safety, Parole and Probation
Kimbelee Tarter, Department of Administration, Purchasing
Clark Leslie, Office of the Attorney General

Brenda Ford, Department of Employment, Training and Rehabilitation
Ernest Figueroa, Office of the Attorney General
Phil Wheyrick, Department of Health and Human Services, Health
Dawn Rosenberg, Department of Corrections
Teri Preston, Department of Administration, Buildings and Grounds
Patrick Cates, Department of Wildlife
Jason Holm, Department of Health and Human Services, Welfare and Supportive Services
Greg Weyland, Department of Education
Roger Rahming, Department of Education
Steve Canavero, Department of Education
Steve Woodbury, Commission on Tourism
Larry Friedman, Commission on Tourism
Rudy Malfabon, Department of Transportation
Robert Chisel, Department of Transportation
Dennis Gallagher, Office of the Attorney General

PRESS

Sean Whaley, Nevada News Bureau

***1. APPROVAL OF THE APRIL 12, 2011 BOARD OF EXAMINERS' MEETING MINUTES**

Clerk's Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

***2. APPROVAL OF THE MAY 10, 2011 BOARD OF EXAMINERS' MEETING MINUTES**

Clerk's Recommendation: I recommend approval.

Motion By: Attorney General _____ **Seconded By: Secretary of State** _____ **Vote: 3-0**

Comments:

Governor: Good Morning, ladies and gentleman. I would like to call this Board of Examiners meeting to order. All members are present. We will go right into the agenda. Agenda items 1 and 2 are approval of the April and May meeting minutes. Have all of the members had an opportunity to review the minutes for those two months?

Attorney General: I would like to make one quick edit on page 16 of the April 12th minutes, the last item there where it says Attorney General if we are going to be fiscally prudent, actually it should be fiscally instead of physically prudent. And that is the only correction that I had. It's at the bottom of page 16.

Governor: All right. Then the chair will accept a motion to approve agenda items 1 and 2 with the change suggested by the Attorney General on the April 12th, 2011 minutes on page 16 at the bottom of the page to delete physically and to insert fiscally. Is there a motion?

Attorney General: I will move for approval.

Secretary of State: Second.

Governor: There is a motion by the Attorney General to approve agenda items 1 and 2 as amended and second by the Secretary of State. Are there any questions on the motion? Hearing none, all in favor of the motion please say aye. The motion passes.

***3. STATE ADMINISTRATIVE MANUAL REVISIONS**

The State Administrative Manual (SAM) is being submitted to the Board of Examiners for approval of additions and revisions in the following Chapters: **0200 – Travel, 0500 – Insurance and Risk Management, 1400 – State Motor Pool Division, 2600 – Claims, 3000 – Federal Grant Procedures**

Clerk's Recommendation: I recommend approval.

Comments:

Governor: We will move on to Agenda Item No. 3, State Administrative Manual revisions.

Clerk: Item No. 3 is the State Administrative Manual revisions. There are a few revisions being requested for this Board of Examiners' Meeting. There are the chapters 200 on Travel, 500 for Insurance and Risk Management, 1400 for the State Motor Pool Division, 2600 is Claims and 3000 is Federal Grant Procedures. Would you like me to go into some detail on those?

Governor: Essentially, what I am looking for is what the genesis of these changes are; why do we have them; what do we seek to accomplish by them?

Clerk: Chapter 200 Travel, the change is removing the exception for the in-state lodging policy that employees traveling at the GSA's CONUS rate do not have to provide receipts in order to be reimbursed for lodging. Receipts would be required if this were to pass. Section 500, the Risk Management section, there are some changes in the insurance and the self-insurance sections for property claims, which removes State insurance coverage for employee's personal property, as employees do not notify Risk Management regarding their personal property nor are they paying State insurance premiums to cover their personal property. This would no longer be included. There is a new section for the property section pertaining to Fine Arts/Exhibits that are covered under the Property and Contents Insurance. The Commercial Crime section is updated to reflect new policy limits. Automobile Physical Damage, Risk Management will provide more assistance when another party is at fault for claims over agency deductible. Personal Vehicles, Risk Management does not insure personal vehicles, so this revision will eliminate the reimbursement of the employees' out-of-pocket expenses. There is Section 0521, the Safety and Health Program. It revises the wording to state that, "The Agency's Written Safety Program shall include an outline of a safety training plan for all employees, including mandatory training for managers, supervisors, and other agency-designated staff." There are some changes to Ergonomic Equipment and Workplace Violence. Section 0524 on Workers' Compensation, there are some changes to the Claims reporting and changes to the Early Return to Work Program. Section 1400 is the State Motor Pool Division. There are changes to the Vehicle Utilization Guidelines that will match the requirements in Section 1322 of the State Administrative Manual, just making those sections compatible. Section 2600 Claims is a Refreshments/Host Fund so that we can add the wording "Host funds cannot be used to purchase alcoholic beverages." Section 3000 Federal Grant Procedures, there is a change to the definitions of Vendors and Subrecipients. There is also guidance for issuing grant awards by requiring the agencies to establish procedures regarding specific things in those grant awards. And then there is also changes to the Monitoring of Subrecipients, which requires agencies to establish a monitoring plan for subrecipients and provides guidance on subrecipient monitoring. If you would like additional information on any of those items we do have individuals here who can speak to those.

Governor: One question that I have, does any of the new legislation that was passed have anything to do with the contents of these amendments? In other words are we approving this and then we will have to go through this exercise again?

Clerk: Thank you, Governor. I am not sure on that. I don't believe any of these are related to bills that were passed during the session.

Governor: In regards to 1407, Vehicle Utilization Guidelines, yesterday at the Internal Audit meeting there were some recommendations by Internal Audit to the Motor Pool with regard to utilization. Mr. Wells had indicated that he was going to accept those recommendations. Are those relevant to this 1407?

Clerk: I believe Keith Wells is here and he can speak to that.

Keith Wells: Good morning, Governor. The revisions, Governor, I wanted to make in that section is just going to match the new utilization requirements that we talked about yesterday with the Committee to bring us in line with that.

Governor: Again, I just want to make sure that we don't do this twice.

Keith Wells: We're not going to do it. It's all done.

Governor: Are there any questions from any of the committee members? Hearing none, the chair will accept a motion for approval of the State Administrative Manual Revisions as presented.

Attorney General: I will move for approval of Item No. 3.

Secretary of State: Second it.

Governor: We have a motion by the Attorney General and a second by the Secretary of State to approve Item No. 3 of the agenda. Are there any questions on the motion? Hearing none all of those in favor of the motion please say aye. The motion passes.

***4. STATE ADMINISTRATIVE MANUAL REVISIONS**

Direction for potential changes to the State Administrative Manual regarding cash settlements.
***This item is related to information item #12B on this agenda.**

Clerk's Recommendation: I recommend approval.

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

Governor: The next item on the agenda, is Agenda Item No. 4, State Administrative Manual Revisions.

Clerk: Item No. 4 is an action item regarding the State Administrative Manual, it is a requesting some direction for potential changes to the State Administrative Manual regarding cash settlements. This item is related to information Item No. 12B on this agenda and if it is ok with you I would like to take those together. Item 12B is an information item that is related to the last meeting that was held by the Board of Examiners. It is a statewide review of cash settlements

paid from agency operating budget accounts or agency settlement accounts. We did request information from the state agencies and their responses are included. Erring on the side of caution, we did include all of the responses from the state agencies even though we did not feel that you were really looking for some of the items that were included here. We do have agencies that are in the audience that could come up and testify on any items that you may have any questions on.

Governor: Thank you. I have gone through these. There are the items that brought this originally to this Board's attention from the Department of Transportation, and the great majority of these have to do with small dollar settlements with prisoners. I did have a question, there are four settlement items that have to do with DETR and Services to the Blind and VOC Rehabilitation that were higher dollar matters and I was unsure given the information that we have here, what those had to do with. Is there somebody here from DETR who could answer that question?

Maureen Cole: Do you have specific questions?

Governor: We just have a very vague print out and the request was to ask all of the state agencies to provide this Board with all of the cash settlements that the State has engaged in, and I see that some of these go back to 2007 and 2008 and the dollar amounts range from \$8,300 to \$79,989. I was just seeking some more information on the nature of those settlements.

Maureen Cole: Would it be helpful to start with the larger money?

Governor: Yes.

Maureen Cole: That claim was for Ronald Bussen, that was an employment claim for wrongful termination. Some of the claim that remained with the State was in addition to the wrongful termination, a failure to accommodate a disability. That went to hearing and we were represented by the Attorney General's Office. A settlement agreement was reached where Mr. Bussen was paid a total of \$155,632.31 in back pay and accrued vacation and sick pay. After deductions that came to the \$79,989. In addition, the sum of \$105,190.28 was paid to Mr. Bussen through the State Tort Claims Fund and that matter was brought to the Board of Examiners on September 11, 2007.

Governor: There was a portion of the settlement that did go to the Board of Examiners, and there was a portion that did not?

Maureen Cole: Yes, sir, that's correct.

Governor: Is there a reason why some of it did and some of it did not?

Maureen Cole: Well, it's not really clear. We've asked for that file to be retrieved so that we can take a closer look at it. The Deputy Attorney General who handled the matter does not have any details and is unable to explain clearly why there was that differentiation. But perhaps the file will be helpful in that regard. A settlement in 2008 was entered into with a client named Terry Reed. The amount of that settlement was \$7,618, and this was resolution for a dispute over tuition payments by the Bureau for this individual client. It was unclear in the file when it

was reviewed by the Hearings Officer exactly what the Bureau had committed to pay for this client, and on the advice of our Deputy Attorney General, we had to get to that sum of \$7,618. In a similar kind of situation involving a client named Adrienne Lattin who entered into a settlement agreement after litigation was initiated. So the division entered into a settlement agreement with a client named Adrienne Lattin in 2008 for the amount of \$8,300. And that was again a settlement with regard to tuition payments for this client. Again, unclear in the file exactly what had they committed to, and the circumstances for the discussion about how much the Bureau would pay on her behalf to further her education. Ms. Lattin is a sister to the other settlement that was entered into in 2007, Zachary Lattin. Again, unclear in the file exactly what the Bureau had committed to pay for tuition for college education for Mr. Lattin and part of the concern with Ms. Lattin's case was that there was some residual bad feeling from the settlement for her brother.

Governor: So I guess the bottom line is you're still waiting to get those files so that you can determine why part of it came to this Board and part of it did not?

Maureen Cole: And again these were all matters that were handled privately with the Attorney General at this time.

Governor: No. I'm not questioning whether it was a good or a bad settlement. I think the issue is that there have been settlements that have occurred outside the knowledge of the Board of Examiners when we're trying to determine a policy, I believe, that's correct to see which cases should be coming through Board of Examiner's approval or not. And this, at least in my mind, this effort was to get the universe and those settlements that have been occurring statewide and to make a determination based on that as to what the policy of this Board should be.

Maureen Cole: I'm unclear, sir, as to why those decisions were made, but it does appear from some of the e-mail that we've seen in these files, that we were told the Board of Examiners reviewed some of it.

Attorney General: And that's correct. Governor, there is a threshold limit, and I want to say it's 75,000. It's 75,000, and so anything that's under 75,000 is not required to come to the Board of Examiners, and I suspect that's what that occurred here. I guess my question would be, it did come out of tort litigation however. It came out of general fund for two of them, and then one was voc rehab and general fund. So that tells me that somehow the individual agencies have their own authority and money to provide to the settlement accounts, and that's what I'm curious about, because I think that's what happened with Department of Transportation. Instead of the tort litigation fund, they had separate funds with money where they have these settlements come from. I'm just curious how that process works.

Maureen Cole: It's a little unclear as to timing, but these settlements, the settlements to the Lattins and to Mr. Reed were paid out of client service funds, and so the determination was that was the appropriate resource to use for those payments.

Attorney General: Okay. And I guess then that would be the question for us or maybe for the Department of Administration policy with respect to any type legal settlement where that money comes from at least so that it can be monitored and that would be my only question.

Governor: Is there someone here from NDOT? Good morning, sir. Have you had an opportunity to review this sheet with regard to settlements?

Rudy Malfabon: Yes.

Governor: They are the ones that have to do with separation from 2011 that we're aware of. There are many others, one for \$7 million, another for \$5.1 million, some pretty high dollar settlements. I understand that they don't come before the Board of Examiners. Were those settlements reviewed or considered by the Board of Transportation?

Rudy Malfabon: These settlements were typically contractors' requests for additional compensation. I don't believe that they always go to the Transportation Board, but in cases of construction claims, they typically are negotiated by NDOT and settled and not brought to the transportation Board.

Governor: Sir, are these cases that are in litigation or not?

Rudy Malfabon: They can be in litigation. Some of these I know that we negotiate all the way up to even when we're headed to court on some of these cases, such as with imminent domain cases, I've been involved in projects where I was representing the Department in court and we reached a settlement even before they pass it on to the jury for decision.

Governor: Historically, were those types of settlements subject to Board of Transportation approval?

Rudy Malfabon: No, they were not.

Governor: So these are all settlements that are occurring without any review by the Board, just within the Department of Transportation?

Rudy Malfabon: Yes. On the larger settlements, typically the director in the director's report would mention those to the Board, but it was more of a report.

Governor: Most of these occurred in 2007 and 2008. Actually, there's one for February 1, 2011 that looks like they returned \$2 million to the state. Is that the proper reading?

Rudy Malfabon: Yes.

Governor: But in any event, I just want to make sure that I understand the nature of these payments. You're saying today that these all are obviously contested construction claims, and the Department of Transportation has made these payments to contractors in a litigation situation for the most part, and some of them perhaps not?

Rudy Malfabon: For the most part, most of these are not in a litigation situation, and typically negotiated settlements based on a claim from the contractor. In some cases they might even go to a claims review board. We have a procedure for taking claims to a claims review board.

Governor: And who comprises that claims review board?

Rudy Malfabon: Typically, it's a three-member board, one selected by the Department, one by the contractor, and one neutral member, typically who has some construction experience, and both sides get to present in a very defined setting. Each get their side and get to rebut, so sort of like a mini trial. It's administered by the Department of Transportation, and Admin. Services Division.

Governor: And I don't want to belabor this, because it's perhaps the forum for this discussion is in the Board of Transportation. But I think it's important that all this be brought to this Board's attention. Do any other committee members have any questions or comments with regard to this 12A item?

Attorney General: Governor, I'd agree with you. I have a comment. Looking at this I can tell some of these there's a distinction between some tort litigation versus employee action versus the contractual claims that I'm hearing. It's my understanding that any type of tort litigation where there are individuals named here should, if the dollar amount is over \$75,000, come before the Board of Examiners. That's what I want to verify that that's within the policy for any agency that it should come before the Board of Examiners and not remain within that agency and approved by that agency alone. Everything else here I agree with you. I think they're based on contracts that they have with these individuals and contractors, and claims, and those should be coming before the Board of Transportation depending on our policy that we set.

Governor: So the only outlier here is the \$150,000 settlement. That is one that in the future would come to the Board of Examiners, correct?

Rudy Malfabon: That is correct. It was my understanding that there was some issue of confidentiality in the settlement agreement and that obviously the direction of the imminent we would bring those to this Board for approval.

Governor: For purposes of the record, based on my review of this settlement schedule, everything else on this schedule would not include a tort claims fund in excess of \$75,000 that should have come before this Board. I don't know if the Attorney General has the same observation that I have.

Attorney General: I agree. Other than what we've highlighted today, I did not see anything else on this agenda.

Governor: Is there anything else with regard to agenda item 4, or any potential action this Board should be considering?

Clerk: Thank you, Governor. If there is any additional direction you would like the Department of Administration to take or any changes to the State Administrative Manual, that could be included in the discussion today.

Governor: It's my understanding that this Board should be reviewing every proposed settlement in excess of \$75,000 that implicates the tort claims fund.

Clerk: I believe that the State Administrative Manual the way it's written, that is very clear.

Governor: We then we have this one example of a case that did not move through that process, but other than that the system is working.

Clerk: Yes, it is.

Governor. Will there be a reminder memo sent to all the state agencies that that is the process?

Clerk: We would be happy to do that, yes.

Governor: So I'll specifically request that the Department of Administration do that.

***5. SALARY ADJUSTMENTS**

A. Distribution of Salary Adjustments to Departments, Commissions and Agencies, pursuant to Chapter 391, Senate Bill 433, Sections 6, 7, 8, of the 2009 Legislative Session.

The 2009 Legislative Session made appropriations from the General Fund and the Highway Fund to the Board of Examiners to meet certain salary deficiencies for fiscal year 2011 that might be created between the appropriated money of the respective departments, commissions, and agencies and the actual cost of the personnel of those departments, commissions, and agencies that are necessary to pay for salaries. Under this legislation, the following amounts from the General Fund and/or Highway Fund are recommended:

BA#	BUDGET ACCOUNT NAME	GENERAL FUND ADJUSTMENT	HWY FUND ADJUSTMENT
2870	Nevada Historical Society	\$15,396	
3743	Public Safety, Investigation Division	\$92,444	
	Total	\$107,840	

Clerk's Recommendation: I recommend approval.

Motion By: Attorney General Seconded By: Secretary of State Vote: 3-0

Comments:

Governor: We'll move onto Agenda Item No. 5, please, Salary Adjustments.

Clerk: Agenda Item No. 5 is the funds appropriated by the 2009 legislative session to cover the difference between the 6 percent salary reduction that was proposed in the 2009 legislative session for the current biennium and the 4.6 percent furlough that was approved by the legislature. On the agenda today are two items, one for the Nevada Historical Society in the amount of \$15,396, and the other item is general fund for the Department of Public Safety Investigation Division for \$92,444. This was included in the 2009 legislature and it is in a budget account within the Department of Administration that it handles for the Board of Examiners. The funds do exist.

Governor: That's good to know. So this was something that was anticipated and now we have these requests because the respective department or division has calculated what that amount should be?

Clerk: Yes, that is true, and I would anticipate that you will see more at the July meeting and probably the August meeting also.

Governor: Why is that?

Clerk: The agencies are finding out how much they have left. The last pay periods are hitting the FY11 books at this time, and they'll be coming forward with their requests.

Governor: I don't have any questions on this agenda. Do any of the other Board members have any questions? I'll accept the motion with regard to Agenda Item No. 5.

Attorney General: Move for approval.

Secretary of State: Second.

Governor: The motion for approval by the Attorney General on Agenda Item No. 5, was seconded by the Secretary of State. Are there any questions or discussions on the motion? Hearing none, all in favor of the motion say aye. Motion passes unanimously.

***6. SALARY ADJUSTMENTS**

- A. Distribution of retirement buyouts and terminal leave for eliminated positions to Departments, Commissions and Agencies, pursuant to Assembly Bill 487 of the 2011 Legislative Session.**

The 2011 Legislative Session made appropriations from the General Fund and the Highway Fund to the Board of Examiners to meet certain salary deficiencies created by the elimination of positions resulting in a layoff and consequently a payment for employee retirement buyouts and terminal leave payouts. Under this legislation, the following amounts from the General Fund and/or Highway Fund are recommended:

BA#	BUDGET ACCOUNT NAME	GENERAL FUND ADJUSTMENT	HWY FUND ADJUSTMENT
1320	Department of Administration, Information Technology Division	\$107,437	
	Total	\$107,437	

Clerk's Recommendation: I recommend approval.

Motion By: Attorney General Seconded By: Secretary of State Vote: 3-0

Comments:

Governor: We move onto Agenda Item No. 6.

Clerk: Agenda Item No. 6 is also a Board of Examiners salary adjustment item. This is actually from the 2011 legislative session. General fund positions that were recommended and approved for elimination replaced the funds for either retirement buyouts and/or terminal leave payments in a single appropriation in the Board of Examiners. This is a request for a Department of Administration Information Technology position that's being eliminated. The reason that we are coming to the Board of Examiners so early is this entire budget account is going away. It is a one-person budget account, so there will not be any savings in FY12 to cover any of this. This is a buyout that needs to occur in FY11, therefore it's coming to the June meeting.

Governor: Thank you. Any questions from Board members with regard to Agenda Item No. 6? Hearing none, the chair will accept a motion.

Attorney General: Move for approval.

Secretary of State: Second.

Governor: We have a motion by the Attorney General, second by the Secretary of State for approval of Agenda Item No. 6. Are there any questions or discussion on the motion? Hearing none, all in favor of the motion please say aye. Motion passes unanimously.

***7. STATE VEHICLE PURCHASE**

Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer or employee of the State without prior written consent of the State Board of Examiners.

AGENCY NAME	# OF VEHICLES	NOT TO EXCEED:
Department of Administration – Buildings and Grounds	4	\$13,948
Total:		\$13,948

Clerk's Recommendation: I recommend approval.

Motion By: Attorney General Seconded By: Secretary of State Vote: 3-0

Comments:

Governor: We'll move onto Agenda Item No. 7.

Clerk: Agenda Item No. 7 is a request to purchase four state vehicles. Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer, or employees of state without prior written consent of the State Board of Examiners. The Department of Administration Buildings and Grounds division is requesting four used vehicles for a total of \$13,948 for all four vehicles.

Governor: I do have a question. Is there somebody here with regard to this agenda? Just out of curiosity, we're getting some vehicles for free, and we're buying vehicles within excess of 100,000 miles and typically we're disposing of those. Is there a reason why we're doing this?

Clerk: The Buildings and Grounds division is an internal service fund, and they are very frugal. So they take other vehicles that other agencies no longer use. They have them repainted and a lot of the time, especially in Carson City, they're only driving a couple of miles within the Capitol complex area, or possibly to Lowe's to pick up parts or whatever. So they are actually in the area. The high mileage, we understand that most agencies would be replacing their vehicles at the time that B&D is actually purchasing the vehicles, but it works for them.

Governor: Can I use this any time the other agencies are trying to dispose of vehicles?

Clerk: Absolutely.

Governor: All right. I don't have any other questions. Do any of the Board members have questions with regard to Item No. 7? The chair accepts a motion for approval.

Attorney General: Move for approval.

Secretary of State: Second.

Governor: Motion by the Attorney General to approve Agenda Item No. 7, second by the Secretary of State. Are there any questions or discussion on the motion? Hearing none, all in favor of the motion please say aye. Motion passes unanimously.

***8. REQUEST FOR GENERAL FUND ALLOCATION FROM THE INTERIM FINANCE COMMITTEE (IFC) CONTINGENCY FUND**

Pursuant to NRS 353.268, an agency or officer shall submit a request to the State Board of Examiners for an allocation by the Interim Finance Committee from the Contingency Fund.

A. Department of Education – Career and Technical Education - \$12,130

The Department is requesting an allocation from the Interim Finance Committee Contingency Fund in the amount of \$12,130 to meet the minimum required Maintenance of Effort (MOE) for the Carl D Perkins Vocational and Technical Education Grant.

Clerk's Recommendation: I recommend approval.

Motion By: Attorney General Seconded By: Secretary of State Vote: 3-0

Comments:

Governor: Move onto Agenda Item No. 8.

Clerk: Agenda Item No. 8 is a request for a general fund allocation from the Interim Finance Committee Contingency Fund. It is for the Department of Education Career and Technical Education. They are requesting an allocation in the amount of \$12,130 to meet the minimum

required maintenance of effort for the Carl D. Perkins Vocational and Technical Education Grant. The state is required to maintain funding at least at prior year levels. The maintenance of effort level for FY09 was \$488,232. FY11's amount was \$476,103, and that is what is the difference, the \$12,130, and this is required for the Federal needs of effort match.

Governor: Thank you. I have no questions on this Agenda Item. Do any other members of the Board have questions? The chair will accept a motion.

Attorney General: Move for approval.

Secretary of State: Second.

Governor: Motion by the Attorney General for approval of Agenda Item No. 8, second by the Secretary of State. Are there any questions or discussion on the motion? Hearing none, all in favor of the motion please say aye. Motion passes.

***9. LEASES**

Three statewide leases were submitted to the Board for review and approval.

Clerk's Recommendation: I recommend approval.

Motion By: Attorney General **Seconded By:** Secretary of State **Vote:** 3-0

Comments:

Governor: Agenda Item No. 9, Leases.

Clerk: Agenda Item No. 9, there are three leases on the Agenda for the Board's consideration this morning. I would like to note a change on Item No. 2, the Gaming Control Board lease. The lease description is inaccurate. It should say, "This is an extension of an existing lease which has been renegotiated to house the Gaming Control Board in Laughlin." It says Carson City, but it should be Laughlin.

Governor: Do all these leases show that the State is going to save a significant amount of money? Is that accurate?

Clerk: Yes, that is. And I would like to point out Item No. 3, we are actually receiving a full year's worth of free rent on Item No. 3 due to the negotiations that occurred.

Governor: At least by my rudimentary calculations, I don't think we're getting a free year, but we're going to be saving a significant amount of money on the continued amount of that lease as well because we'll be going from 1.365 per square foot to \$1.15 and \$1.22, based on the significant amount of square feet; is that accurate?

Clerk: Yes, that is.

Governor: In the future, and I've asked for this before, when we do have these situations, it would be helpful to have that savings calculated so we can demonstrate how much money we are saving the State on a going forward basis.

Clerk: Thank you. We will do that for you.

Governor: Any other questions with regard to Agenda Item No. 9, leases one, two, and three? The chair will accept a motion.

Attorney General: Move for approval.

Secretary of State: Second.

Governor: Motion by the Attorney General for approval of Agenda Item No. 9, leases one, two and three, a second by the Secretary of State. Are there any discussions or question on the motion? Hearing none, all in favor of the motion please say aye. Motion passes.

***10. CONTRACTS**

One hundred and forty nine independent contracts were submitted to the Board for review and approval.

Clerk's Recommendation: I recommend approval.

Motion By: Attorney General Seconded By: Secretary of State Vote: 3-0

Comments:

Governor: Move onto Agenda Item No. 10, Contracts.

Clerk: Item No. 10 is the contracts. There are 149 contracts for the Board's review and approval this morning. The June Board of Examiners' meeting is always the largest meeting of the fiscal year. A lot of contracts run through the fiscal year which is ending on June 30, and I believe that there are quite a few agencies here if you have some specific questions.

Governor: I do. And I received this packet yesterday, so there unfortunately will be a lot of questions that I have that maybe we could have avoided. The contracts that I have circled are 5, 6, 17 through 24, 48, 52, 54, 60, 63, 109, 112, 133, 135, and that's it under the contracts portion. Do we have any other members of the Board have any contracts they'd like to move out for consideration?

Attorney General: Except for Item 64 through 69 which is similar to 63.

Governor: The first are contracts 5 and 6. These are sole source contracts and my understanding based on the memo, and I do appreciate the memo that was submitted, they are sole source given the recent passage of Assembly Bill 449; is that accurate?

Secretary of State: Yes.

Governor: I think I just got this contract as well. I guess my question is, given the new makeup of the Nevada Commission on Economic Development, which will now be chaired by the Governor, and he will be a member, as I look at the language in the proposal, it says that the contract will be reporting to key stakeholders or with stakeholders, and I wasn't clear who the stakeholders are. When they form this contract and do the research as to who the potential clusters are going to be, and the other information they're going to provide, who will that information be coming to?

Secretary of State: Obviously Section 85 of the bill mandates that this report be delivered on or before October 1, 2011, which puts us on a significant time constraint. The language and the scope of work in the contract talks about an advisory committee for the site. The AB 449 is similar, although slightly different language as to who should oversee this study, but the intent is to really deliver a study that is consistent with your vision, Governor, along with the legislative leadership whoever that may be in the next session. And so we intend to convene and try to work with your office, and Commissioner Skaggs who is also here can speak to this. Try to coordinate with him, obviously including the Lieutenant Governor, members of Higher Education are included in Assembly Bill 449 as part of the stakeholders. I don't know whether if that is possible to convene a meeting of the new Board in time so that work can begin, but we can certainly do so informally and then work at your direction and as to who you might have included and brought to the table so the study meets your expectations.

Governor: No, I appreciate that. With regard to timing and deliverables I agree that there's a very short window and mid-October 2011 is when the work is to be completed. As part of the timing and deliverables, the proposal provides that the entity performing the study will communicate the results and envision several interim internal reports and presentation consultation sessions based on major analytical tasks designed to inform stakeholders throughout the process. And I was just seeking some guidance and clarification as to what that is.

Secretary of State: I think that's a lot of fluff language to say and that we hope that the study meets your expectations.

Governor: Mr. Skaggs, do you have any observations with regard to the study, I see you here in the audience?

Mr. Skaggs: I did meet with the Secretary for the second time today to discuss this study and the inclusion of all the counties and the stakeholders to review the outputs, particularly the rural counties. Also, the insurance to the this Section 85 which will satisfy the diversification plan for the state that we're required to have, both diversification and communication.

Governor: I want to make sure we have good communication from the outset, because we do have a very short window, and I want to ensure, because the language of it is they're going to consult with high-level stakeholders. I wasn't sure who high-level stakeholders are, but I want to ensure that everyone has a share at the table who has input.

Mr. Skaggs: Yes, sir. I think that was intended to mean the Advisory Council.

Governor: And that bill takes effect July 1, correct?

Mr. Skaggs: Yes, sir.

Governor: So there's a lot to be done in a very short amount of time, and it would be my hope to get the newly constituted committee or commission aboard together so that we can have a line of communication with this contractor as to what's going on.

Mr. Skaggs: Totally agree, sir. We will make that happen.

Governor: I don't have any other questions, and Mr. Secretary of State, were there any comments you wanted to make with regard to these two contracts?

Secretary of State: No, Governor.

Governor: The next were the series of contracts with the Commission on Tourism.

Larry Friedman: With me is David Peterson, Director of Research, who is the person responsible for two of the contracts.

Governor: I'm just receiving clarification that several of these contracts have to do with relationships with entities in foreign countries that essentially are providing international representation, placing stories with the media, maintaining the foreign website, conducting sales missions, and the reason for contracting with these entities is because they already have contracts with LVCDA?

Larry Friedman: With the exception of China, that is correct. LVCDA did the RFP. We were part of the process, and we are putting back on the fame of Las Vegas and working with the other four offices.

Governor: And do those contractors provide us with a separate service than that which is being provided to LVCDA?

Larry Friedman: Very much so. Among other things, they do import to us quarterly, but we work with them on an ongoing basis. We work directly with them producing fam trips that may start in Las Vegas but then will go out throughout rural Nevada and into the Tahoe area with the travel reps, etcetera. So they work directly with myself and with our public relations department as well.

Governor: And then moving on to the Chinese contract, that's a sole source contract?

Larry Friedman: That is correct. We were the first to have representation in China for Las Vegas. And when they went through their RFP process they felt that their needs were different from ours and it's a state agency in China. But we didn't bode the strong government contacts in addition to the industry contacts. They were looking for the industry contacts.

Governor: Another question I have is why has this contractor been chosen in preference to the other that says this contractor has exceeded all your expectations? What are the measurements that you base that conclusion on?

Larry Friedman: I think the first one for China was the fact that we were the first state to have a Memorandum of Understanding with the Chinese government. Also, in terms of the quality of the travel writers and the tour operators that she has been able to bring over specifically to Nevada, and some of the special events that she's been able to coordinate. But I think really it began with the first state to have the Memorandum of Understanding.

Governor: We have this contract with this entity in Kansas, which is the call center?

Larry Friedman: It's much larger than a call center. Really the relationship with Roof started with their work on developing e-mail campaigns and qualifying the leads for the e-mail campaigns. With time as their work has grown, it has now included the call center and the fulfillment center. They are the only entity that does the kind of work that they do in the United States with the e-mail blasts that is dedicated to tourism and with the lead generation. With the T&S contract, while we went out with an RFP under the guidance of purchasing, we supplied eight names for the RFP, they had another approximate 100, and T&S was the only firm that responded. We did not have a Nevada firm respond.

Governor: That was one of my questions, and the other one was we're spending \$600,000 for them to measure how we're doing?

Larry Friedman: It's over a four-year period, and for some it would be an alarming amount of money, but that is the cost of quality research, but it's not just end-of-the-year research, it's ongoing. So that if we do a television campaign in Los Angeles or Phoenix, we're able to get rapid results as to whether we're hitting our mark.

Governor: So they're looking at what we're doing perhaps on all these international contracts as well?

Larry Friedman: They're domestic, but what they're looking at is it basically comes down to four verbs that somebody was exposed, was influenced, came, and they spent.

Governor: How are we doing?

Larry Friedman: We're doing extremely well. Thanks for asking. We're very pleased with the results of our advertising campaign in that we've been able to maximize the Internet and use it not only for our urban gateways, but to bring exposure to lesser-known destinations for comparatively less money.

Governor: And I hear anecdotally that we are as a state doing better; is that accurate?

Larry Friedman: That is correct. Throughout the state visitation is up, and also as we talked to whether it be the Elko CVB or the Ely CVB etc., that they believe that there isn't any part of the state in terms of tourism that isn't talking about things being better than a year ago. A year ago we were hearing anecdotally from people like Virginia City that their visitation was up but the spending was done. But I think that there is statewide sense that things are improving.

Governor: And when you say improving, is that both the volume of visitors and the amount of spending?

Larry Friedman: And the amount of spending.

Governor: Do any other Board members have questions? Next is 48, Mr. Willden, and whenever there's a contract that says \$330 million it gets my attention. And we only have one page on that, so we're seeking some background with regard to this agenda item. And I know there are other contracts that are similarly situated, some smaller ones with the rural counties, but this one is the largest obviously.

Mike Willden: I serve as the Director of Health and Human Services. Sometimes a picture is worth 1,000 words, so I brought a picture. What the DISH contract is, this is the disproportionate share hospital contract. A little bit of background, we call it is DISH, Disproportionate Share Hospital. It's been in statute since 1991, the governing statute is NRS 422.380 to 390. And basically for the last 20 years this has been a program where local government, in this case it's Clark County, makes an intragovernmental transfer to us, us being Health and Human Services, specifically the Medicaid program. We use that county intragovernmental transfer to match federal funds, and then we turn around and make payments to disproportionate share hospitals. And so if you look at the pictures that I passed around, you can see at the top that Clark County makes an intragovernmental transfer, this is the FY11 example. This contract would be for the next five years, \$66 million dollars a year. So Clark makes a transfer to us, and Washoe also makes a transfer to us. That contract's not before you today but will be soon. We match with the federal dollars, put it into a budget account, and then the statute has us make payments under five pools. So there's pools of money that are paid out to hospitals for various reasons in those pools. And so this is a great way to use local government dollars, match federal funds and make payments to hospitals to help them offset their indigent care costs.

Governor: Have all these agreements been finalized?

Mike Willden: The Clark DISH has two agreements, primarily the Clark agreement and the Washoe County agreement I was talking with Mr. Duarte earlier, The Washoe County agreement missed the commission meeting agenda, so that will have to be on the next Board. The Clark County agreement obviously is the one before you. On the agenda there are some other Board items dealing with our upper payment limit program, and as you know, Governor, we not only run a disproportionate share hospital payment program, but we run a public hospital upper payment limit payment program for in-patient and out-patient for public hospitals. We're currently working on the federal government private hospital UPL program. We also have a UPL program with the University, which is one that you've called out, and we have a graduate medical education. All of those are where we get funds from local government or the university system match federal dollars and then they nearly double the payments back to the hospitals to help them offset their costs; very effective programs.

Governor: And you brought up the private hospital UPL, how are you doing on that?

Mike Willden: Mr. Duarte probably should answer that. I think we're in the last stages of the bell lap I think of getting that done. He could explain when he was back in Baltimore about a month ago in final negotiations, so I can have him update.

Charles Duarte: I'm the Administrator for Nevada Medicaid. Staff and I were back in Baltimore meeting with federal officials last month. All indications are that the private hospital UPL state contract with the federal government will be approved hopefully next month, and then we can start driving federal funds to match some of the costs that are being offset by other parts of the department. So we're optimistic that will be approved hopefully next month.

Governor: I appreciate your hard work. I know that has been an ongoing negotiation and discussion with the federal government, but it sounds like it's going to have a good outcome.

Charles Duarte: We've been at that one 15 months now, so we are hopeful.

Governor: Do any other Board members have any questions with regard to this Agenda item? I do appreciate your providing this information. It's very helpful. Then I have Health 54. Could you give me just a little more background and state what that contract is?

Charles Duarte: Agenda Item 54 is a contract that we've had for almost 20 years with the University of Nevada Las Vegas Center for Health Information and Analysis. Under NRS 449 there is a whole host of criteria spelled out where hospitals have to provide information to the Center for Health Information and Analysis called CHIA. They do reports on hospital costs and also on certain quality measures for in-patient procedures. So basically we develop our report published by health division that shows diagnoses and hospital admissions by hospitals so you can see what their billed charges are, you can see the frequency of those admissions, and get quality information. So they do both quality and cost reporting for us as a part of NRS 449 and 439. In addition, a bill passed in 2007 to create a transparency website for hospital quality reporting and also for outpatient hospital services and ambulatory surgical centers, and CHIA has developed that website. This contract incorporates their prior requirements under the NRS, but also the requirements from the 2007 session under AB146 for transparency reporting by hospitals. So all that's encompassed in this contract, and we'd probably make some amendments to it based on the closing of the legislative sessions and additional transparency in the...

Governor: That was going to be my next question because I just signed several bills that have to do with reporting by hospitals. Is this contract envision that additional reporting?

Charles Duarte: This contract is not efficient in that reporting, so we are going to have to come back to the Board of Examiners after we evaluate those bills and decide how we're going to be amending the contract.

Governor: Where will the money come from for that additional reporting?

Charles Duarte: Senate Bill 338 is one of the bills that had a fiscal note on it that our agency put on the system. It was for \$67,200 to fund new reporting requirements in that bill that CHIA would have to perform. Right now there's discussion internally within the Department as to how we might fund that because there was no appropriation. But there are other provisions in the bill that we believe are very favorable to the health division of the Public Health Agency and the Department, and so we need to complete some discussion with the director on that. But there's a possibility of using some of their sanctioned monies to support the additional reporting requirements of 338. 338 provided for additional use of sanctioned funds by the health division. And we think it would be very appropriate to use that for hospital reporting.

Mike Willden: Bottom line there won't be use of general funds for that.

Governor: It is what it is. I was just curious where it would be coming from. Any other Board members have any questions with regard to that? I appreciate the information. We'll move onto contract number 60. My question on this one has nothing to do with the merits of the contract. Mr. Wheyrick, a very simple question. When I read these contracts, I know they require reporting and this one is regarding tuberculosis in the state. How are we doing, have we had any cases, or are we doing well in that regard as a state?

Phil Wheyrick: Yes, sir. In 2008, the TB case rate was 3.9. It goes to 4.0 in 2009, and in 2010 it was 4.3. I'm not sure whether that's per 1,000 or 100,000 – per 100,000.

Governor: So the fact that it's staying stable is obviously a good thing.

Phil Wheyrick: It's rising slow, and this is Luana Ritch, she's the Bureau Chief for the Bureau of Emergency Response and Vital Statistics.

Governor: Did you have any other comments you wanted to provide?

Luana Ritch: Just to say that this contract and this funding is within our current fiscal year and addresses the key resource of being able to test appropriately and timely for this disease. If we were not to have that capacity within the state, we would have a significant number of samples to send to either a regional laboratory or in the city.

Governor: Please don't interpret my questions in any way questioning the merit of this contract. As I go through these it strikes a little bit of my curiosity about how we're doing in this regard, so it's good news.

Luana Ritch: We also placed on the Health Commission website for the office staff acknowledging any of our disease that basically gives an overview of how we're doing in various disease control items.

Governor: You just prompted another question. How are we doing in relation to other states with regard to tuberculosis?

Luana Ritch: We are doing well.

Governor: Thank you very much. Next are Agenda Items 60 through 69.

Romaine Gilliland: I am Administrator of the Division of Welfare and Supportive Services. Starting with 63?

Governor: 63, correct.

Romaine Gilliland: 63 is a contract with the First Judicial to provide hearing master support for the state-administered Child Support Enforcement Program, as are the following contracts with the other judicial areas.

Governor: Is this something that the state has done historically?

Romaine Gilliland: Yes. This is something that has been done historically. I also have with me Louise Bush who is the program chief for the Child Support Enforcement Program, and she can provide some additional detail if needed.

Louise Bush: Louise Bush, Chief of Child Support Enforcement. Yes, we have had inter-local contracts with the judicial districts to provide hearing master and court services to the program. This ensures us to have the court calendars that we need to proceed in our program to meet our federal performance measures.

Governor: You have federal performance measures, so therefore you fund the counties to provide the services?

Louise Bush: It's basically to expedite the process. The judicial districts have a responsibility to provide services, but by us having the hearing masters in place we can ensure that we have the number of court calendar slots that we need to move the cases along.

Governor: So is this subsidizing the counties so they can expedite...

Louise Bush: It's the judicial districts, which do fall into some of the county.

Governor: What's the total amount of money?

Louise Bush: Well, each contract has a different amount of money.

Governor: I have that right in front of me. Two-thirds of it comes from federal funds, and then the other third says state share of collections. What is that source of income?

Louise Bush: The state share of collections is the money a program collects from the public assistance cases in which we have served, because when they're on public assistance they assign their rights to the child support to the program. During the time that the TANF recipient is on TANF, we have the right to collect the monies that we have expended out.

Governor: And is there any measurement of the efficacy of all these contracts?

Louise Bush: The measurement would be shown in our performance measure for order establishment and paternity establishment. During this past federal fiscal year, federal fiscal year 10, we did have an increase from 85 percent of paternity establishment to 100 percent, and our order establishment significantly increased as well. If we can get our current collections moving along by enforcement, that'd be great too.

Governor: Thank you. I know the Attorney General had questions as well.

Attorney General: You've answered most of my questions, but I do have one with respect to the new inter-local agreements. This is something that is traditionally done, so why are there

new agreements? Are you contracting with new individuals to be hearing masters, or every four years we enter into an agreement?

Louise Bush: It's basically a renewal. We do it as a new contract, and the fact that we may have changed a little bit of the term, but still it's a renewal.

Attorney General: I didn't notice, Clark County, do we do the same thing with Clark County?

Louise Bush: Yes, we do. It's just that with Clark County their contract is currently in place and these contracts here we have aligned so that all the judicial district contracts come to you at the same time. So these are actually contracts for three years versus the four, so we can be sure that they're all lined up.

Clerk: Your question on the new inter-local agreement, it's the way that the items are written up at the Budget Division. They're either a new contractor in a local agreement, or an amendment to an existing. It's just the way that the write-ups occur on the agenda.

Governor: We'll move onto Contract Number 109. Is there anybody here for Contract 109 from Environmental Protection? This is a contract that Environmental Protection will be paying for 275 pre-operated heaters, and I was just curious as to the background on that contract.

Clerk: I'm not sure we can absolutely find the answer for you.

Governor: Will it jeopardize the contract or anything else if we were to hold this one until the next meeting? If you'll make a note to whoever's responsible for this contract and I'll follow up just to get some background on this.

Clerk: We will have Leo Drozdoff get the answer for you, and get back with you, and that will be the same way with 112 that you called. That is also an NVEP contract. Do you have a specific question that you would like answered on 112?

Governor: Just the purpose of the contract. I noticed that it's vague and I wanted a little more specificity in regard to that. We'll move onto number 133. I was just curious as to a little more background on this contract.

Mechelle Merrill: I'm the Chief of Vocational and Rehabilitation. The background that I can provide you is this contract is to provide multiple services to clients of the Vocational Rehabilitation program and there are some from the Bureau of the Blind and Hearing Impaired. Due to high caseloads and the nature of the work we do as counselors is to (inaudible) services and we coordinate services with others, Easter Seals in this case, to work in the field with the clients, but the majority of what's done in this one is with transition population, which already have counselors instructed this is a priority population, getting adults transitioned from special ed settings into employment settings, and there's additional services that need to be provided to do so, assessments and job development and on-the-job training programs, coordinate with the school district employees.

Governor: How many people do we serve with this program, do you know?

Mechelle Merrill: Well, this program serves all of northern Nevada including the rural counties, Carson City, Reno/Sparks. It'll fluctuate how many are being served at any one time, so it's hard to give you an absolute on that. I think what it does, and a better way to help you understand is that it works to support meeting the goals for each individual caseload from each counselor. So through the help of this program, we meet our statewide goals.

Governor: Ok, Thank you very much. Move onto contract number 135. I pulled this out because given I'm going to be Chairman of Economic Development, it's important for me to know what this Trained Employees Now Program is providing with more specificity, please.

Mike Skaggs: This is a contract obviously between DETR and us to be able to deliver rapid response training funds to new companies. And so the criteria is the state average wage, which is the \$19.50 roughly hourly rate. But we had to get in a position to be able to respond quickly on training funds.. This money is actually set aside for the DETR budget for the contractor.

Governor: So could you give a real world example of how this will work if a new company were to come into the state and need employees?

Mike Skaggs: Yes, sir. This was the money we used on the Aminex project, so that would be one where we had to make a commitment early that we had the funding set aside to fulfill their requirements, because they ultimately hired a lot of people. We can make a commitment to them and we see that they meet the characteristics that by the time we can have a commission meeting we can deliver the money.

Governor: I think it's important to put this into real-world terms. How many folks at that Aminex manufacturing plant that were formerly unemployed are now employees as a result of this program, do you have any idea?

Tamara Nash: I believe there is approximately 400.

Governor: Do any of the Board members have any questions with regard to contracts 1 through 149?

Secretary of State: I just have two disclosures with respect to Contract No. 137. The contractor is Help of Southern Nevada, I serve on that other board, but I'm not compensated. With respect to Contract No. 147, the contractor is the Tiberti Company, Theo Tiberti is my Godfather. I don't get any financial benefit from the contract.

Governor: And I have, with regard to Contract 24, in an abundance of caution given the United States Supreme Court's decision in the Ethics Commission and Michael Carrigan, I haven't had a chance to really review that case in total, but with regard to contract no. 24, between the Commission on Economic Development and The Ferraro Group, Greg Ferraro is the principal in that entity is a friend of mine. So I will not participate in the vote with regard to that agenda item. So with that the chair will accept a motion with regard to this agenda item, contracts 1 through 149, with the exception of Contract No. 24.

Attorney General: Governor, I'll move for approval on contracts 1 through 149, with the exception of 24.

Secretary of State: Second.

Governor: We have a motion for approval of this agenda item, contracts 1 through 149 excepting 24, motion by the Attorney General, second by the Secretary of State. Are there any questions or discussion on the motion? Hearing none, all in favor of the motion please say aye. Motion passes unanimously. I'll ask one of the other two members to handle contract no. 24.

Attorney General: Governor, I'll move for approval of Item No. 24.

Secretary of State: Second.

Attorney General: Any further discussion? All those in favor signify by saying aye. Item no. 24 on the agenda no. 10 has been approved.

***11. MASTER SERVICE AGREEMENTS**

Sixteen master service agreements were submitted to the Board for review and approval.

Clerk's Recommendation: I recommend approval.

Motion By: Attorney General **Seconded By:** Secretary of State **Vote: 3-0**

Comments:

Governor: We'll move onto Agenda Item 11, Master Service Agreements.

Clerk: Item No. 11 is the Master Service Agreements. There are 16 agreements before you this morning for your review and consideration.

Governor: I had questions, and these are all similarly situated Master Service Agreements, 1, 4, 7, 10, and 13. They are all reporting services that are located out of state. My question was are there entities within Nevada that can provide those services?

Kimbelee Tartar: Actually yes. We had approximately 22 proposals submitted, so there are local entities that have been awarded. It was a multiple award, and as the contracts are getting negotiated, they're coming forward to the Board. So all the contracts that are contemplating being award, which I believe is approximately eight, will eventually be presented to the Board. Out of that there are Nevada-based companies that are providing services. These are typically for actually transcription of meeting minutes. They're not onsite, so it's sending an electronic file to somebody to have it transcribed and then being returned, a voice file to what could be printed and become a written document. Our contracts that we also have with court reporters which do contemplate more of an onsite service, those are all Nevada-based companies. So there are some Nevada-based companies responding to the transcription services contracts, but there are some out-of-state simply because of the fact that these types of contracts don't require someone to actually be there for the service to happen, and it's a multiple award in this manner because certain agencies have time stipulations and it allows them to contact a company, give them the time period they need to have the document returned, and if that company cannot meet their needs, then they can go to the other companies and find somebody who can.

Governor: I have no other questions with regard to agenda item no. 11. Any other Board members have any questions with regard to this Agenda item? Chair will accept a motion.

Attorney General: Move for approval of Item No. 11.

Secretary of State: Second.

Governor: We have a motion by the Attorney General to approval Agenda Item No. 11, Master Service Agreements 1 through 16, seconded by the Secretary of State. Are there any questions or discussion on the motion? Hearing none, all in favor of the motion please say aye. Motion passes.

12. INFORMATION ITEMS

A. Department of Taxation

In response to questions raised by the Attorney General at the Tuesday, May 10, 2011 meeting of the Board of Examiners, the department is providing additional information regarding their JP Morgan contract and their compliance with NRS 356.010.

Comments:

Governor: Agenda Item 12A.

Clerk: Item No. 12A is in response to questions raised by the Attorney General at the May 10, 2011 meeting of the Board of Examiners. Additional information has been provided by the Department of Taxation regarding their JP Morgan contract and compliance with NRS 356.010 and Director Nielson is here.

Attorney General: Thank you for providing that information to us. I appreciate it. For the record, you are complying with the statute. You did receive Board and Finance approval for locating the money in an outside lockbox outside the state of Nevada, so thank you.

Chris Nielson: I just want to add to that that since the last meeting we have begun the RFP process to contact Greg Smith and his staff and have begun writing the scope of work, and that is moving forward and at this point we don't anticipate any problems, and hopefully, we'll be able to contract out with an in-state provider. I think that would be the best-case scenario, but we'll keep you posted.

Governor: This was a concern by the Board of Finance. The Department of Taxation will be going out with an RFP in the very near future to be completed by this fall, October, is that correct, Mr. Nielsen?

Chris Nielson: Yes, Governor. Just to recap what happened in the last meeting, the Board approved a one-year extension from July 1, 2011 to June 30, 2012, so it's our expectation that we can get the RFP in place and the bidding process to occur well before that June 30, 2012 date.

So regardless of whether it's JP Morgan Chase or a new vendor there is a seamless transition so we don't jeopardize any distributions of tax money.

Governor: Thank you for being so responsive. Any other questions?

- B. Statewide review of cash settlements paid from agency operating budget accounts or agency settlement accounts.**
***This item is related to action item #4 on this agenda**

Comments:

13. BOARD MEMBERS' COMMENTS/PUBLIC COMMENTS

Comments:

Governor: Move onto Agenda Item No. 13. Are there any Board member comments? Are there any members of the public who would like to provide public comment to this Board meeting? I will close the public comment portion of the agenda.

***14. ADJOURNMENT**

Motion By: Attorney General Seconded By: Secretary of State Vote: 3-0

Comments:

Governor: Item No. 14 is adjournment. Is there a motion to adjourn?

Attorney General: Move to adjourn.

Secretary of State: Second.

Governor: There's a motion by the Attorney General, second by the Secretary of State for adjournment. All those in favor of the motion please say aye. Motion passes. This meeting is adjourned. Thank you very much.

Respectfully submitted,

STEPHANIE DAY, CLERK

APPROVED:

GOVERNOR BRIAN SANDOVAL, CHAIRMAN

ATTORNEY GENERAL CATHERINE CORTEZ MASTO

SECRETARY OF STATE ROSS MILLER

MINUTES

MEETING OF THE BOARD OF EXAMINERS

July 20, 2011

The Board of Examiners met on Wednesday, July 20, 2011, in the Annex on the second floor of the Capitol Building, 101 N. Carson St., Carson City, Nevada, at 10:00 a.m. Present were:

Members:

Governor Brian Sandoval
Secretary of State Ross Miller
Clerk Jeff Mohlenkamp

Others Present:

Wendy Simons, Department of Health and Human Services, Health Division
Dave Prather, Department of Health and Human Services, Mental Health and Developmental Services
Colleen Murphy, Department of Health and Human Services, Mental Health and Developmental Services
Johnean Morrison, Department of Public Safety, Highway Patrol
Greg Weyland, Department of Education
Jason Holm, Department of Health and Human Services, Welfare and Supportive Services
Sue Smith, Department of Health and Human Services, Welfare and Supportive Services
Tammy Moffitt, Department of Employment, Training and Rehabilitation
Richard Vineyard, Department of Education
Michael Fischer, Department of Cultural Affairs
Katie Armstrong, Office of the Attorney General
Clark Leslie, Office of the Attorney General
Jennifer Bauer, Department of Public Safety
Curtis Palmer, Department of Public Safety
Mike Torvinen, Department of Health and Human Services, Director's Office
Mark Costa, Department of Cultural Affairs
Jeff Morrow, Department of Health and Human Services, Child and Family Services
Charles Duarte, Department of Health and Human Services, Health Care, Financing and Policy
Elaine Brown, Department of Health and Human Services, Mental Health and Developmental Services
Phil Weyrick, Department of Health and Human Services, Health Division
Kimberlee Tarter, Department of Administration, Purchasing Division
Cynthia Jones, Department of Employment, Training and Rehabilitation
Megan Sloan, PEBP

PRESS

Sean Whaley

1. PUBLIC COMMENTS

Comments:

Governor: The first item on the Agenda is Public Comments. Is there any member of the public who is present who would like to provide public comment with regard to this meeting? Seeing none, we'll move onto agenda item no. 2.

***2. FOR POSSIBLE ACTION – REQUEST FOR GENERAL FUND ALLOCATION FROM THE INTERIM FINANCE COMMITTEE (IFC) CONTINGENCY FUND**

Pursuant to NRS 353.268, an agency or officer shall submit a request to the State Board of Examiners for an allocation by the Interim Finance Committee from the Contingency Fund.

A. Department of Cultural Affairs – Division of Museums and History - \$2,884

The Department is requesting an allocation from the Interim Finance Committee Contingency Fund in the amount of \$2,884 due to a salary calculation error when making mandatory budget reductions.

Clerk's Recommendation: I recommend approval.

Motion By: Secretary of State Seconded By: Governor Vote: 2-0

Comments:

Governor: I do have a comment before I begin. I wanted to welcome Mr. Mohlenkamp. Jeff, I want to welcome you and introduce you. I'm sure everybody knows you, but this is our new Budget Director and head of our Department of Administration and I think he deserves a big hand. I think he's gonna do a great job. Item No. 2 on the Agenda, Request for General Fund Allocation from the Interim Finance Committee Contingency Fund.

Clerk: For the record, Item No. 2 is a request by the Department of Cultural Affairs, Division of Museums and History for a contingency fund allocation of \$2,884. The Budget Division has reviewed this request and supports the application needed by this division to properly close its budget in this fiscal year.

Governor: Any questions from the Secretary of State?

Secretary of State: No.

Governor: The chair will accept a motion for approval.

Secretary of State: I will move for approval.

Governor: I will second that. Any questions on the motion? All in favor of the motion please say aye. Motion passes unanimously.

***3. FOR POSSIBLE ACTION – REQUEST FOR NEVADA’S ENTRY INTO THE NONADMITTED INSURANCE MULTI-STATE AGREEMENT (NIMA)**

A. Department of Business and Industry – Insurance Division

Pursuant to Senate Bill 289, Section 17, of the 2011 Legislative session, the Insurance Commissioner may, with the approval of the State Board of Examiners, on behalf of the state enter into a multi-state agreement to preserve the ability of the State of Nevada to collect premium tax on multi-state risks.

Clerk’s Recommendation: I recommend approval.

Motion By: Secretary of State

Seconded By: Governor

Vote: 2-0

Comments:

Governor: Item No. 3 on the Agenda, Request for Nevada's Entry into the Nonadmitted Insurance Multi-State Agreement.

Clerk: This request is brought forward by the Department of Business and Industry, the Insurance Division. Pursuant to Senate Bill 289, Section 17 of the 2011 legislative session, the Insurance Commissioner may, with approval of the State Board of Examiners, on behalf of the State, enter into the multi-state agreement to preserve the ability of the State of Nevada to collect premium taxes on multi-state risks. I believe the Insurance Commissioner is here to answer any questions.

Governor: Would you like to provide any more detail with regard to this Agenda item?

Brett Barratt: Certainly. As part of the Dodd-Frank Financial Reform Act that Congress passed last year, one of those pieces has to do with the nonadmitted insurance market. What has been traditionally happening is brokers and agents and insurers have not always been reporting risks in the state in which the risk or the premium is being paid. For instance, if there is Colorado mining operation that is based in Colorado but has Nevada operations and they purchase surplus lines insurance, that's insurance that's not admitted on the market so that is something Farmers doesn't sell, but some sort of a specialized mining exposure, currently only Colorado would be collecting premium tax on that, and Colorado would be keeping all that premium tax. Congress' intent here is for the states to enter into a multi-state agreement to preserve the ability of the states to collect their fair share of premium tax in a multi-state risk, you know, the Colorado mine example. There are two competing contracts or agreements between the states right now. One is referred to as Slimpack. That would become operational if ten states sign onto that. There are currently nine states that have signed onto that, and that number hasn't changed in about the last month. The other agreement is the one that I'm recommending that the state join, and that was developed by the National Association of Insurance Commissioners. I personally, along with Mr. Stolyarov to my right have participated in developing that agreement to ensure small states like Nevada have equal say. And with a

significant surplus lines market, because of the uniqueness of our marketplace with the casinos and mining, and other unique operations, there are currently six states that have signed onto NIMA. There are about 20 states that are expected to sign into NIMA. There are several states that will be signing tomorrow, which is the effective date, July 21, the effective date of the Congressional act, and I encourage Nevada to join NIMA to preserve our ability to collect these multi-state premium taxes. We know that if we don't join, we will lose \$2 million. Because these premium taxes have not been reported historically, we don't know what the down side may be. But based on our careful analysis and educated guess, the hypothesis is that Nevada is better off joining NIMA from a premium tax collection standpoint. One last thing, I will point out that SB289 does give the commission the option, which my office fully plans to do, to gather information as it becomes available because of the clearinghouse, report back to the legislature and the executive branch to make certain we've made the right determination and NIMA does allow the state to withdraw from NIMA with 60 days notice in the event that it's determined it's not in the state's best interest.

Governor: And I guess that begs the question, is there any risk? What would be the downside to not entering this agreement?

Brett Barratt: The potential downside would be for a business that is operating where Nevada is its home state. So incorporated here and at least some of the premium tax they pay here. If we did not join, Nevada would continue to collect all of that premium tax and not share it with our sister states. Based on the information that we have, I believe that the risk of not joining NIMA risks greater revenue than not playing with our sister states.

Governor: In other words we'll let out more insurance premium tax?

Brett Barratt: That's correct. Yes, we'll receive more. There are certain states such as Louisiana that has joined, Florida that has joined, that we know they will lose money in premium tax, but they've already joined NIMA, you know, politics are different in Louisiana. They're commissioner is elected, so there's a little different viewpoint.

Governor: The math is good for us.

Brett Barratt: Based on the information that we have, the math is good for us, and we'll continue to monitor and continue to report it. If it ever appears that it is not in our best interest, we will immediately recommend to withdraw from NIMA.

Governor: Any questions from the Secretary of State?

Secretary of State: No.

Governor: Thank you very much. Secretary, do you have a motion to approve the request to enter into the NIMA agreement?

Secretary of State: I'll move to approve it.

Governor: Second. Any questions on the motion? Hearing none, all in favor of the motion please say aye. Motion passes unanimously.

***4. FOR POSSIBLE ACTION – SALARY ADJUSTMENTS**

A. Distribution of Salary Adjustments to Departments, Commissions and Agencies, pursuant to Chapter 391, Senate Bill 433, Sections 6, 7, 8, of the 2009 Legislative Session.

The 2009 Legislative Session made appropriations from the General Fund and the Highway Fund to the Board of Examiners to meet certain salary deficiencies for fiscal year 2011 that might be created between the appropriated money of the respective departments, commissions, and agencies and the actual cost of the personnel of those departments, commissions, and agencies that are necessary to pay for salaries. Under this legislation, the following amounts from the General Fund and/or Highway Fund are recommended:

BA#	BUDGET ACCOUNT NAME	GENERAL FUND ADJUSTMENT	HWY FUND ADJUSTMENT
1052	Cultural Affairs/State Archives & Records	\$4,069	
1340	Department of Administration/ Budget And Planning	\$38,074	
3223	HHS – Office of Health Admin.	\$8,353	
	Total	\$50,496	

Clerk's Recommendation: I recommend approval.

Motion By: Secretary of State Seconded By: Governor Vote: 2-0

Comments:

Governor: Agenda Item No. 4, Salary Adjustment.

Clerk: There are three requests before the Board on salary adjustments. Salary adjustments have been requested by Cultural Affairs, State Archives & Records; the Department of Administration/Budget and Planning; and Health and Human Services Office of Health Administration. The amounts requested total \$50,496. Once again the Budget Division staff has reviewed this request and concurs with the reliability and recommends approval.

Governor: Are we going to be seeing many more of these? What do you anticipate?

Clerk: Right now we are anticipating a couple more small requests in August. I am not aware of any large requests coming forward, having only spent about a week or so with staff. I did

make that request, and we think the number is going to be fairly small going forward in August as well.

Governor: Will that allow for some reversion?

Clerk: We are looking at a fairly sizable reversion of the salary adjustment funds. Currently before this request we were looking at general funds available of approximately \$11.8 million. My guess would be that we'll be reverting somewhere north of \$11 million at the end, but we still have to wait for August to see if the numbers come in.

Governor: Since we said that, maybe we'll probably be getting more requests. Any questions from the Secretary of State?

Secretary of State: No.

Governor: The chair will accept a motion for approval of Agenda Item No. 4. If there is a motion for approval of the proposed salary adjustments under Agenda Item No. 4.

Secretary of State: So moved.

Governor: I will second the motion. Any questions? Hearing none, all in favor of the motion please say aye. Motion passes unanimously.

***5. FOR POSSIBLE ACTION – LEASES**

Six statewide leases were submitted to the Board for review and approval.

Clerk's Recommendation: I recommend approval.

Motion By:	Seconded By:	Vote:
Comments:		

Governor: Agenda Item No. 5, Leases. We have Leases 1 through 6. I'd like to at least comment with regard to the State Contractors' Board No. 1 and No. 2, the Commission on Judicial Discipline. There's a total savings of \$100,000 on the extension of those leases. I think that is a very good thing. I do have questions for DETR with regard to Agenda Items 3, 4, 5. Is there a representative of DETR here today?

Cindy Jones: Before you, you see a request for approval of three leases that are basically storage facilities for equipment, chairs, those sort of things that we do not have space in our 50-year-old administrative building to store. Space is at a premium in that building, so it is definitely cheaper to lease warehouse space than additional office space. Regarding one of the leases, I wanted to mention on the lease to store the Bureau of Disability Adjudication furniture. Last summer the Bureau of Disability Adjudication approved a move and relocation of that Bureau to the north end of Carson City and bought all new furniture for them. As a result, there was about \$250,000 worth of furniture that we were able to reabsorb into other agencies within

the department, specifically the Employment Security Division. So thus far on that lease we've spent about \$25,000, but we've been able to rotate in nearly a quarter of a million dollars worth of furniture at no cost to the state into the Employment Security Division that was experiencing significant rapid growth as a result of the high unemployment rate that we continued to experience in the state. We expect that lease to continue for about another six months as we continue to rotate that furniture in, modernize offices and work stations throughout a variety of offices in Carson City that have 30 to 40-year-old furniture and need more furniture, and then the other two spaces are ones that we've had for longer than I've been with the agency for the continued storage of forms, equipment, those sort of things as it rotated through the agency in order to recycle our assets and reduce costs to the state.

Governor: Thank you. You've basically answered my question. I just wanted to make sure that we weren't spending \$80,000 to store furniture that may not be worth even that. So this is definitely a proven approach in terms of storing this furniture. I mean, as you recycle back in that furniture, what do you do with the furniture that you replace?

Tamara Nash: Depending on the condition of the furniture, we would excess it with State Purchasing.

Governor: Finally, the number three leased storage space for office supplies and forms, is that what we're storing there? That seems like a lot of space for forms and a lot of money to be storing forms.

Tamara Nash: It's a very large area and it is stuffed to the max. In fact, we have our staff going through that right now to see if we can reduce some of that space in the future.

Cindy Jones: As we go through the modernization project to replace the unemployment insurance, our need for forms will reduce. We still do a lot of unemployment insurance work on forms, our communication with employers on forms. So as we move to more of an electronic Internet-based system, we'll be able to reduce our form need. At least for my agency, the Employment Security Division, and hopefully be able to reduce that space in the next couple of years.

Governor: This is an off-track question, but will there come a day when mostly all that you do will be electronic?

Cindy Jones: Certainly for the Employment Security Division as we modernize. I'm very much looking forward to that, and the first phase of our project is actually rolling into implementation right now which is Imaging System to where the ones we get in would be imaged instead of stored, and eventually we hope to have most of our communication with our employers and our work force through electronic means.

Governor: Thank you. Mr. Secretary of State, do you have any questions?

Secretary of State: No, Governor.

Governor: Mr. Secretary, do you have any questions with regard to agenda item No. 4 or 1 through 6?

Secretary of State: No, Governor. If you are ready to accept a motion, I move to approve the six leases on the agenda.

Governor: Secretary of State has made a motion to approve Agenda Item No. 4, Leases 1 through 6. I will second the motion. Any discussion on the motion? Hearing none, all in favor please say aye. Motion passes unanimously.

***6. FOR POSSIBLE ACTION – CONTRACTS**

One hundred independent contracts were submitted to the Board for review and approval.

Clerk's Recommendation: I recommend approval.

Motion By:

Seconded By:

Vote:

Comments:

Governor: Agenda Item No. 6, Contracts. My understanding, Mr. Mohlenkamp, is that Agenda Item No. 87 has been pulled; is that accurate?

Clerk: That is correct, Governor. At the request of the Department, they would like to see that on the August BOE agenda.

Governor: My holdouts for agenda item no. 6, Contracts, are no. 17, no. 54, no. 55, 92 and 93, and that is all. Secretary, do you have anything that you wanted to hold out?

Secretary of State: No, Governor.

Governor: Is there somebody here on behalf of the Commission on Economic Development? Just a question for me. I just want a little bit more background about what this contract does. I understand that it allows us to obtain a significant amount of federal monies, about 15/85 match or something along those lines. I'm just curious what we're going to get for that.

Ms. Elliott: I received a notification actually this morning from the Small Business Administration, and tentatively we're looking at receiving of \$300,000 that we applied for, we're looking at receiving \$239,317.90. What I need to do is go back to the office and tweak the initial proposal to adjust for the change from \$300,000 to the \$239,000. We have to provide a match amount to obtain this grant, and that is 25 percent of the total amount. What we plan to do with this is to provide grants to Nevada businesses to help them get into local trade, and to also help those companies that are already exporting to move into different markets. This program that we have developed is a mirror program of the USDA's program that we utilize currently in Nevada. With that program, we've been able to increase Nevada's export of agricultural products by 274 percent in seven years. So we have experience with this program, and that's why we chose to replicate it.

Governor: And just out of curiosity, what kind of products are we exporting?

Ms. Elliott: Well, one of the things that we do is we do alfalfa and other hays and things like that. We also export, which is kind of interesting, products that have agricultural content such as nutraceuticals and things like that.

Governor: Finally, this \$239,317.90 is fabulous. I know you hoped for 300, but did we do pretty well here?

Ms. Elliott: I'm pleased.

Governor: I have no further questions, thank you very much.

Secretary of State: You indicated I thought that we were responsible for matching 25 percent of the federal funds that we received. Does that mean you would have to come back and ask for additional funds in order to match the 25 percent?

Ms. Elliott: We figured it out previously for \$75,000, based on the \$300,000. So part of that is going to be in salaries and incomes, and then the other portion of that will be this contract. So given this contract and the lesser amount, I'm roughly figuring that we now have to come up with a \$60,000 match. I'll just be able to pare it down and this match, I don't believe that I will have to come back to the BOE.

Governor: I see Mr. Cage is here. Mr. Cage, I have a question with regard to Contract No. 54. I know what this is about, it's a half million dollars for public relations services. Again, I just was interested in mechanically how that works. Do you go out and you have this 3TBee Corporation, what do they do with that \$500,000? Do they reach out to the veterans, and how do they accomplish it?

Mr. Cage: Traditionally in the last four years we've had a contractor fill the outreach in media relations positions with the agency, and that's a position we want to continue and contract at this time using the outreach funds generated by the license plate gift account. This individual and his firm will do everything from external communication with the media, within management, all of our advertising, whether it's paid advertising or pre-advertising that we do throughout the state. The focus will be to drive veterans and family members and other members of the statutory charge that we have to serving the state of Nevada, to the web-based directory service we're developing at this time right now, as well as the numerous events such as the women's summit at the mansion in March and other events throughout the state throughout the year.

Governor: So this money is mostly coming from the license plates?

Mr. Cage: One hundred percent.

Governor: We generate that much?

Mr. Cage: We generate about \$430,000 a year through that fund.

Governor: And are there more veterans that you can make aware of services via this? Do you see that we're missing out on a large amount of veterans that may otherwise be deserving of services that aren't getting them right now?

Mr. Cage: Yes, Governor. We project that there are approximately 340,000 veterans in the State of Nevada based on demographic models. The Federal VA is serving about 240,000 of those veterans, and we're getting veterans and their family members into that system. So we see that Delta being about 100,000 and that's what we need to do. That's what we are statutorily charged with addressing is bringing those veterans and their family members into the state services and to the federal service as well.

Governor: Thank you very much. Secretary, do you have any questions?

Secretary of State: No.

Governor: The next is Contract 55, Department of Education. Thank you for being here today. I have no question with regard to at least the viability of the contract. I just wanted a little bit of explanation for what it's actually going to do and what it's accomplished. It was a little technical.

Richard Vineyard: Nevada was the lead state agency with the Enhanced Assessment System Grant from the U.S. Department of Education. Our primary contractor for that grant was WestEd. At the end of the basic heart of the grant which was this last spring, we you looked at all the costs that have been incurred and money that hadn't been obligated and then asked the six states that were working with us what would be a good use for the rest of the money. What the \$126,527 is the total amount that's left in the unobligated portion of the grant. So we asked for the money to be able to pay for updates to the learning management system that will allow teachers to use the products to monitor student progress in the classroom. This is for middle school science assessments, online teacher simulation-based assessments that we hope to be able to use in the future in terms of our expanding science assessment systems. And then we're updating learning management system and adding some additional features to the overall programming of the enhance assessment system program so that it's more easily adaptable to different kinds of infrastructure within the classroom at different schools. So we can take it into different classrooms with different kinds of existing technology without quantifying the program further.

Governor: Thank you. That was very helpful. The final holdouts I had were 92 and 93.

Cindy Jones: Those two contracts are related to Agenda Items No. 91 through 96 as well. They are all related to the distribution of funds passed through the Department and Employment Security Division to our two local Workforce Investment Boards. The amounts that are distributed are required by the federal government and are distributed by a formula between the two local Workforce Investment Boards based on factors such as unemployment, population and areas of high unemployment. I'd be happy to answer any questions.

Governor: The reason for my pointing those out, specifically 92 and 93, is I'm aware there's an audit going on, and I want to make sure that anything that we do here will be consistent with the findings of that audit so that the money is spent in accordance with whatever your requirements are.

Cindy Jones: Absolutely, Governor. 91, 92, 93 are all three Workforce Investment Board and there is an ongoing audit in the Northern Board and we are doing an audit of the Southern Board too as a due course of our responsibilities, and we are doing some follow up meetings with both your Internal Division Audit staff with Nevada Works, with our staff to make sure that under we spend appropriately.

Governor: Mr. Secretary, do you have any questions with regard to any of the other agenda items?

Secretary of State: I don't. If you're prepared to accept the motion, I'd move for the approval of 99 contracts, Contracts No. 1 through 100, excluding Contract No. 87.

Governor: Thank you for the motion. I will second it. Any discussion on the motion? Hearing none, all in favor of the motion please say aye. Motion passes.

7. BOARD MEMBERS' COMMENTS/PUBLIC COMMENT

Comments:

Governor: Is there any member of the public here in Carson City who would like to provide public comment to this Board of Examiners today? Hearing none, I will close the public comment portion of the Agenda. Any Board member comments?

Secretary of State: Just a follow up question. I guess I was unaware of this new bill. What's the bill number so I can look into it?

Katie Armstrong: I can let you know that. I'm not sure. It was two open meeting law bills that passed and they each have different requirements, but one of them is a public comment requirement.

Secretary of State: So now we have to have public comments before and after?

Katie Armstrong: Yes. You have an option of either agendizing it as the first item or after every action item, but prior to taking action.

Secretary of State: That's a good one to know.

***8. FOR POSSIBLE ACTION – ADJOURNMENT**

Motion By: _____ **Seconded By:** _____ **Vote:** _____

Comments:

Governor: Is there a motion to adjourn?

Secretary of State: So moved.

Governor: I'll second the motion. All in favor of the motion please say aye. Motion passes. This meeting is adjourned. Thank you, ladies and gentlemen.

Respectfully submitted,

JEFF MOHLENKAMP, CLERK

APPROVED:

GOVERNOR BRIAN SANDOVAL, CHAIRMAN

ATTORNEY GENERAL CATHERINE CORTEZ MASTO

SECRETARY OF STATE ROSS MILLER



DEPARTMENT OF ADMINISTRATION

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Date: July 22, 2011
To: Jeff Mohlenkamp, Director
Department of Administration
From: Carla Watson, Budget Analyst
Budget and Planning Division
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting. An analysis of the action item and recommendation is also provided.

DEPARTMENT OF TRANSPORTATION – ADMINISTRATION

Nature of the Request:

APPROVAL TO PAY A CASH SETTLEMENT

Pursuant to NRS 41.037, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.

This is a recommendation, following a judicial settlement conference, for settlement of an eminent domain action, *State of Nevada v. Falcon Capital, LLC.*, that sought to acquire in fee and by permanent easement three small parcels for the I-580 Freeway Extension Project. Settlement entails the acquisition of 31.5 acres for \$5 million, and submission of the issue of the taking of water rights to binding arbitration. Background information is attached.

Recommendation:

Recommend approval

<p>REVIEWED: _____</p> <p>ACTION ITEM: _____</p>
--

NRS 41.036 Filing tort claim against State with Attorney General; filing tort claim against political subdivision with governing body; review and investigation by Attorney General of tort claim against State; regulations by State Board of Examiners.

1. Each person who has a claim against the State or any of its agencies arising out of a tort must file the claim within 2 years after the time the cause of action accrues with the Attorney General.

2. Each person who has a claim against any political subdivision of the State arising out of a tort must file the claim within 2 years after the time the cause of action accrues with the governing body of that political subdivision.

3. The filing of a claim in tort against the State or a political subdivision as required by subsections 1 and 2 is not a condition precedent to bringing an action pursuant to NRS 41.031.

4. The Attorney General shall, if authorized by regulations adopted by the State Board of Examiners pursuant to subsection 6, approve, settle or deny each claim that is:

(a) Filed pursuant to subsection 1; and

(b) Not required to be passed upon by the Legislature.

5. If the Attorney General is not authorized to approve, settle or deny a claim filed pursuant to subsection 1, the Attorney General shall investigate the claim and submit a report of findings to the State Board of Examiners concerning that claim.

6. The State Board of Examiners shall adopt regulations that specify:

(a) The type of claim that the Attorney General is required to approve, settle or deny pursuant to subsection 4; and

(b) The procedure to be used by the Attorney General to approve, settle or deny that claim.

(Added to NRS by 1965, 1414; A 1969, 1117; 1979, 629; 1981, 1885; 1983, 103; 1993, 1502; 1997, 280)

NRS 41.037 Administrative settlement of claims or actions.

1. Upon receiving a report of findings pursuant to subsection 5 of NRS 41.036, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.

2. Upon approval of a claim by the State Board of Examiners or the Attorney General pursuant to subsection 4 of NRS 41.036:

(a) The State Controller shall draw a warrant for the payment of the claim; and

(b) The State Treasurer shall pay the claim from:

(1) The Fund for Insurance Premiums; or

(2) The Reserve for Statutory Contingency Account.

3. The governing body of any political subdivision whose authority to allow and approve claims is not otherwise fixed by statute may:

(a) Approve, settle or deny any claim or action against that subdivision or any of its present or former officers or employees; and

(b) Pay the claim or settlement from any money appropriated or lawfully available for that purpose.

(Added to NRS by 1965, 1414; A 1973, 1532; 1977, 1539; 1979, 1736; 1985, 544; 1987, 544; 1989, 310; 1991, 1752; 1997, 281)



RECEIVED

JUN 08 2011

STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION


Transportation Division
1263 S. Stewart Street
Carson City, Nevada 89712

CATHERINE CORTEZ MASTO
Attorney General

KEITH MUNRO
Assistant Attorney General

GREGORY M. SMITH
Chief of Staff

MEMORANDUM

DATE: June 8, 2011
TO: Board of Examiners
State of Nevada
FROM: Norman L. Allen 
Senior Deputy Attorney General
Transportation Division
SUBJ: *State of Nevada v. Falcon Capital, LLC, et al.*
Case No. CV06 01306, Second Judicial District Court
Proposed Judicial Settlement

SUMMARY

This is a recommendation – following a judicial settlement conference – for settlement of an eminent domain action, *State of Nevada v. Falcon Capital, LLC.*, that sought to acquire in fee and by permanent easement three small parcels for the I-580 Freeway Extension Project. Settlement entails the acquisition of 31.5 acres for \$5 million, and submission of the issue of the taking of water rights to binding arbitration.

BACKGROUND

The Nevada Department of Transportation (NDOT) filed in 2006 this eminent domain action to acquire three small parcels from Falcon Capital, LLC., for use in the I-580 Freeway Extension Project. Falcon Capital, in turn, filed a counterclaim in 2010 against NDOT for (i) breach of contract for the loss of access for NDOT's failure to construct a proposed curved portion of frontage road across from its remainder allegedly promised in a 1996 agreement, and (ii) inverse condemnation, in part, for the taking of water rights caused by the I-580 Freeway Extension Project.

3

Falcon Capital contended that the loss of access due to the deletion of the curved portion of the frontage road destroyed the commercial potential of the remainder. It also argued that the frontage road's subsequent connection to Davis Creek Park Road and, in turn, to its intersection with State Route 429 violated the access distance provisions set forth in NDOT's access guide.

NDOT's appraiser appraised the taking parcels at \$4,500 with a highest and best use as residential subdivision. Falcon Capital's appraiser appraised the taking parcels at \$37,000 with a commercial highest and best use, and found damages in the amount of \$5,080,000 to the remainder property because of the elimination of the commercial potential. He attributed the damages for the loss of access due to the deletion of the curved frontage road.

The preliminary plans of the right-of-way maps attached to the 1996 Public Highway Agreement were subsequently amended to eliminate a curved portion of the frontage road over county property in favor of using an existing road. The curved portion of the frontage road would have been located over wetlands inside a county park, and would have required an environmental impact study. In addition, NDOT's consultant had determined that the distance from the intersection of Davis Creek Park Road and State Route 429 to the centerline of the onramp to the U.S. 395 Freeway complied with NDOT's Access Management System and Standards.

The Settlement Judge set forth three options for NDOT to consider. First, NDOT could reject any offer and proceed to the jury trial. Second, NDOT could accept a settlement for the access issue and enter into binding arbitration for the water rights issue. Third, NDOT could consider offering to purchase all of the 31.5 acres of land and the water rights in order to settle the entire lawsuit.

Under the law if it is determined that the property owner was damaged, even in a nominal amount of \$1, the State would be responsible to pay the property owners attorneys fees and costs. In this case the property owner represented to the settlement judge that it is accrued fees and costs of over \$800,000 and that it could be reasonably anticipated to accrue an additional \$250,000 in costs and fees should this matter proceed to trial. If a jury concurred in the property owners claim of damages in the amount of \$5,000,000, the compound interest would be in excess of another \$1,300,000. The total anticipated cost and fees and interest would be approximately \$2,500,000.

Based upon the information developed and provided through the Settlement Conference, it is the opinion of this office that settlement in the sum of \$5 million for the access issues and submission into arbitration for the water rights related issues better serves the public interest. Under this proposal, NDOT would obtain fee title to land instead of simply paying damages, and would avoid the risks of substantial sums awarded for the costs of trial.

RECOMMENDATION

It is recommended that the Board of Examiners approve this settlement of the access issue and authorize a payment of \$5 million for the 31.5 acre parcel. In addition, once this settlement is approved the issue of the taking of water rights and usage will be submitted into binding arbitration under the supervision of the Second Judicial District Court.

BRIAN SANDOVAL
Governor

STATE OF NEVADA

JEFF MOHLENKAMP
Clerk, Board of Examiners

BRYAN NIX
Coordinator



DEPARTMENT OF ADMINISTRATION
VICTIMS OF CRIME PROGRAM

www.voc.nv.gov

July 12, 2011

To: Jeff Mohlenkamp, Clerk
Board of Examiners

From: Bryan Nix, Coordinator
Victims of Crime Program

Re: VOCP 4th Quarter FY 2011 Report, and 1st Quarter FY 2012
Recommendation

NRS 217.260 requires the Board of Examiners to estimate available revenue and anticipated claim costs each quarter. The VOCP pays claims in accordance with the rules and regulations adopted by the Board pursuant to NRS 217.130. NRS 217.260 requires that (a) Claims be categorized as to their priority; and (b) Claims categorized as the highest priority be paid, in whole or in part, before other claims.

BOE Policies for the VOCP provide for payment of Priority One and Two claims during the quarter, and for payment of accrued Priority Three claims at the end of each quarter. Priority One and Two claims are bills for current medical treatment, lost wages, funeral expenses, counseling, etc. Priority Three claims are bills the applicant owed prior to claim acceptance such as hospital emergency room and related bills. The VOCP pays the "approved" amount, which is the amount approved for payment after bill review and application of fee schedules or other payment adjustments pursuant to BOE policies.

The VOCP paid all Priority One and Two, and Priority Three claims at 100% of their approved amount for all of FY 2011.

Claim Payments Made Year to Date Fiscal Year 2011

The following chart shows claim payments made year to date in FY 2011, by benefit type. As this chart shows the VOCP has satisfied **\$28,008,036.67** in victim medical bills and claims for **\$7,412,602.05** of available funding. After bill review and application of

BOE Policies we had a total savings of **\$20,595,434.62** over the billed amount in fiscal year 2011.

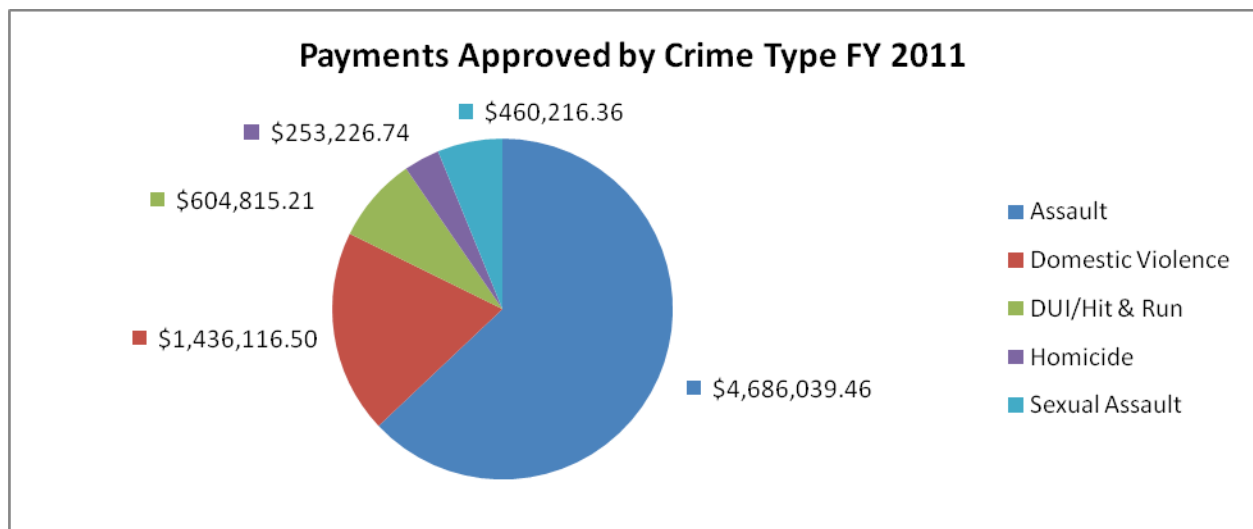
Payment Amounts by Type Fiscal Year 2011				
Type of Expense	Number of Bills	Total Victim Bills Submitted	Amount Saved by Bill Review	Amount Paid to Providers
Chiropractic	435	151,550.55	41,405.50	110,145.05
Counseling	3236	723,414.80	143,162.23	580,252.57
Survivor Benefits	13	20,022.80	0.00	20,022.80
Dental	325	1,066,434.42	343,603.07	722,831.35
Discretionary*	314	316,357.23	1,090.00	315,267.23
Funeral Expense	97	237,686.51	706.10	236,980.41
Lost Wages	435	370,760.80	0.00	370,760.80
Medical - Hospital	1272	14,916,238.87	13,114,980.33	1,801,258.54
Medical - Other	3488	3,350,287.56	1,297,673.09	2,052,614.47
Prescription	797	127,697.35	7,992.29	119,705.06
Physical Therapy	263	119,153.95	36,165.02	82,988.93
Vision	185	98,484.73	14,869.39	83,615.34
Pending Priority Three Payments 4th Quarter 2011	633	6,509,947.10	5,593,787.60	916,159.50
Total Payments FY2011	11493	\$28,008,036.67	\$20,595,434.62	\$7,412,602.05

*Discretionary payments include: Relocations, Temporary Housing, Crime Scene Clean-up, etc.

** There are **\$6,509,947.10** in pending Priority Three Claims (hospital bills, etc), which will be paid for **\$916,159.50**, which is 100% of the approved amount at the end of the 4th quarter FY 2011 as provided for by VOCP policies.

Victim Payments by Crime Type Fiscal Year 2011

The following pie chart shows amounts approved for payment by crime type, during Fiscal Year 2011.



Financial Review Fiscal Year 2011

The following chart shows projected revenues and fund balances, including reserves for FY 2011, and recommendations for 4th quarter FY 2011 based on projections. These projections of revenue and anticipated expenses are used for purposes of determining compliance with NRS 217.260 and policies of the BOE adopted pursuant to NRS 217.130 and NRS 217.150.

Financial Position and First Quarter 2012 Projections	
Projected Funds Available for Payments FY11 Less 45 Day Reserves	\$7,698,878.30
1st Quarter FY11 Claim Payments	\$1,786,827.99
2nd Quarter FY11 Claim Payments	\$1,975,702.32
3rd Quarter FY11 Claim Payments	\$1,824,587.25
4th Quarter Priority 1 & 2 Payments	\$909,324.99
4th Quarter Priority 3 Payments	\$916,159.50
Total 4th Quarter Claim Payments	\$1,825,484.49
Reserves Available for FY12 Claims	\$286,276.25
Projected Funds Available for FY12 Less 45 Day Reserves	\$7,855,635.63
Projected Funds Available for 1st Quarter FY12 Claims	\$1,963,908.91
Projected Payments 1st Quarter FY12*	\$1,873,727.56
Projected Quarterly Funds Remaining After Payments - Add to Reserves	\$90,181.35
Recommended Priority 3 Payment Percentage 1st Quarter FY12	100%
*Average of last 6 quarterly periods.	

In February 2010, the VOCP was required to establish a 30-day operating expense reserve out of FY 2010 revenues, to ensure we had sufficient operating capital in the event of a disruption in our funding. In January 2011, we were asked to increase that reserve to a 45-day operating expense reserve. Reserves of \$1,135,296.62 are now being maintained to cover the required 45 days of victim's claims and administrative expenses.

As expected, revenues have been reduced due to the economic downturn. In 2010 overall revenues were \$1.2 million below projections. That trend continued in 2011, with overall revenues coming in \$400,000 below budgeted authority levels. The VOCP has seen significant decreases in revenue from Fines, Restitution, Wage Assessment, Court Assessment and Treasurers interest.

Fortunately the federal grant is significantly higher than last year. This year's federal grant is \$2,971,000, which is \$820,000.00 higher than last years grant of \$2,151,000. This increase of \$820,000.00 essentially covered 72% of the reserves being set aside by the VOCP.

Our current financial review shows that we have sufficient funding to cover 4th quarter Priority Three payments at 100%, and we are projecting sufficient funds to continue paying at 100% in the first quarter of Fiscal Year 2012.

VOCP Recommendation

There are projected 1st quarter priority one and two payments totaling **\$940,967.13** and projected priority three payments totaling **\$932,760.43**, for a total expense of **\$1,873,727.56**.

After reserving **\$1,135,296.62** for 45 days operating expenses, our budget shows VOCP revenues available for 1st quarter total **\$1,963,908.91**.

Therefore; based on current projections, pursuant to NRS 217.260 and policies of the BOE, the VOCP recommends paying Priority One and Two claims at **100%**, and Priority Three claims at **100%** of the approved amount for the 1st quarter of FY 2012.




DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Room 200
Carson City, Nevada 89701-4298
(775) 684-0222
Fax (775) 684-0260
<http://www.budget.state.nv.us/>

Date: July 5, 2011

To: Stephanie Day, Interim Director
Department of Administration

From: Janet Murphy, Budget Analyst V
Budget and Planning Division 

Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

DEPARTMENT OF WILDLIFE – FISHERIES MANAGEMENT

Nature of the Request:

The department seeks approval to purchase five replacement vehicles for a total cost of \$138,937. These vehicles were not included in the legislatively approved budget and funding will be requested at the next Interim Finance Committee meeting.

These vehicles will be used towards managing the department's sport fisheries program throughout the state. Two vehicles will be based at the Elko office, one will be based at the Fallon office, one will be based at the Winnemucca office, and one will be based at the Las Vegas office.

Recommendation:

Recommend approval.

REVIEWED: _____
ACTION ITEM: _____

Vehicle Order Information Form

Does this vehicle meet "Smart Way or Smart Way Elite" requirements? If not, agency must fill out Vehicle Order Justification Sheet.

Please print out this page and complete all fields.

Vehicle Item No., Make, Model & No.:	Ford F-250 extended cab, long bed, diesel engine		
Dealer Name:	Jones West Ford		
Delivery Location:	Reno, Nevada - Hobbs		
Vehicle Colors:	Exterior: INGOT SILVER CC/M	Interior: Grey	<input checked="" type="checkbox"/> Cloth <input type="checkbox"/> Vinyl
	Quantity	Unit Cost	Total Cost
BASE PRICE (Reno, Carson City or Las Vegas delivery)	1	\$21237	\$21237
SPECIFY OPTIONS: (description)			\$
Tow package	1	\$incl	
diesel engine	1	\$6503	
4 wheel drive	1	\$2688	
		\$	
		\$	
		\$	
		\$	
		\$	
DELIVERY COST: (If other than Reno\Carson or Las Vegas)		\$	\$0.00
Total purchase price with options			\$30,428.00
DMV Title and DRS Fee's		\$28.25	\$28.25
GRAND TOTAL:			\$30,456.25

STANDARD PAGE/COST MATRIX ~ BID #7662 FLEET VEHICLES ~ UPDATED 2010-0115

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: <small>(i.e. 1.1 Sedan; Full size; 4 door; 6 passenger)</small>	2.16, TRUCK, 3/4TON, FULLSIZE, EXT CAB, LONGBED	
Specify MANUFACTURER, MODEL NAME, YEAR & BODY MODEL CODE:	Base Price for RENO/CARSON CITY	Base Price for LAS VEGAS
2011 FORD F-250 (X2A/X2B)	\$ 21237	\$ 21527

State vehicle miles per gallon (MPG): NA (EXEMPT)

State manufactures warranty: 3 YRS/36000 MILES

Specify alternate fuel engine size and emission rating: 6.2L V8 GAS SOHC EFI FLEX FUEL

Includes Minimum Standard Equipment Listed: Yes No If no, state exceptions:

Exterior Color: List available colors: (CC=CLEARCOAT; CC/M=CLEARCOAT/METALLIC)

DARK BLUE PEARL CC/M	DX	STERLING GREY CC/M	UJ
VERMILLION RED CC	F1	INGOT SILVER CC/M	UX
FOREST GREEN CC/M	GG	OXFORD WHITE CC	Z1
TUXEDO BLACK CC	UH	PALE ADOBE CC/M	LQ

Seats, Cloth: List available colors:

GREY		
------	--	--

GVW: 9200#

(When Applicable)

WHEELBASE: 158"

(When Applicable)

ITEMIZED OPTIONS PAGE ~ BID #7662 FLEET VEHICLES

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: <small>(i.e. 1.1 Sedan: Full size; 4 door; 6 passenger)</small>	2.16, TRUCK, 3/4TON, FULLSIZE, EXT CAB, LONGBED
--	---

		DEDUCT AMOUNT
ABS Brake System	\$ INCL.	\$-
Air Conditioning	\$ INCL.	\$-
Cruise Control	\$ INCL.	\$-
Diesel Engine (6.7L 4V V8)	\$ 6503	\$-
Engine Block Heater	\$ 62	\$-
Four Wheel Drive (4x4)	\$ 2688	\$-
Heavy Duty Alternator (200A; DIESEL ONLY)	\$ 62	\$-
Hitch Receiver	\$ INCL.	\$-
Integrated Trailer Brake	\$ INCL. w/TBC	\$-
Keyless Entry w/Fob	\$ INCL. w/ PWR WINDOWS	\$-
Limited Slip Differential	\$ 291	\$-
Paint, Metallic	\$ OPTIONAL N/C	\$-
Power Mirrors	\$ INCL. w/ PWR WINDOWS	\$-
Power Locks	\$ INCL. w/ PWR WINDOWS	\$-
Power Seat, DRIVER ONLY	\$ 826 (XLT ONLY)	\$-
Power Windows	\$ 880	\$-
Radio; AM/FM Stereo, Cassette Player	\$ NA	\$-
Radio; AM/FM Stereo, CD	\$ INCL.	\$-
Rear Window Wiper	\$ NA	\$-
Seats, Vinyl Vinyl Colors: TAN OR GREY	\$ NC	
Skid Plate (4WD ONLY)	\$ 83	\$-
Tilt Steering	\$ INCL.	\$-
Tire, Spare, Full Size	\$ INCL.	\$-
Trailer Tow Mirrors	\$ INCL.	\$-
Trailer Tow Package	\$ INCL.	\$-

Kristen L. Kolbe

From: Keith Wells
Sent: Thursday, June 30, 2011 11:40 AM
To: Kristen L. Kolbe
Subject: RE: BOE Vehicle Request Forms

Looks fine.

Keith Wells
Administrator
State of Nevada
Department of Administration
Motor Pool Division
Phone: (775).684.1883
Fax: (775).684.1888
E-Mail: kdwells@motorpool.nv.gov
www.motorpool.nv.gov

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From: Kristen L. Kolbe
Sent: Thursday, June 30, 2011 11:32 AM
To: Keith Wells
Subject: FW: BOE Vehicle Request Forms

Keith –

For your review are 5 replacement vehicles for Wildlife.

Thank you

From: Gabe Pincolini
Sent: Wednesday, June 29, 2011 4:11 PM
To: Kristen L. Kolbe
Cc: Patrick Cates; Dale Hansen
Subject: BOE Vehicle Request Forms

Kristen,

Here are five vehicles that are being requested by our Fisheries Division for the August BOE meeting.

If you require anything further, please let me know.

Cheers

Gabe Pincolini
ASO
Fiscal Services Section



Nevada Department of Wildlife
4600 Kietzke Lane D-137
Reno, Nevada
Phone - 775/688.1570
Fax - 775/688.1577

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DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Room 200
Carson City, Nevada 89701-4298
(775) 684-0222
Fax (775) 684-0260
<http://www.budget.state.nv.us/>

Date: August 8, 2011
To: Janet Murphy, Budget Analyst V
Department of Administration
From: Kristen Kolbe, Budget Analyst IV
Budget and Planning Division
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners meeting. An analysis of the action item and recommendation is also provided.

DEPARTMENT OF AGRICULTURE – PREDATORY ANIMAL AND RODENT CONTROL

Description of item

Nature of the Request

The agency is requesting an allocation of \$18,500 from the Interim Finance Committee Contingency Fund to support a cash shortfall in state fiscal year 2011. A fund mapping issue and the inability of the agency to realize reimbursements from the Department of Wildlife due to agreement limitations caused the shortfall.

Recommendation

Request appears reasonable.

REVIEWED: _____
ACTION ITEM: _____

BRIAN SANDOVAL
Governor

STATE OF NEVADA

JIM BARBEE
Director



Las Vegas Office:
2300 McLeod Street
Las Vegas, Nevada 89104-4314
(702) 486-4690
Fax (702) 486-4695

Elko Office:
4780 E. Idaho Street
Elko, Nevada 89801-4672
(775) 738-8076
Fax (775) 738-2639

DEPARTMENT OF AGRICULTURE

405 South 21st Street
Sparks, Nevada 89431-5557
Telephone (775) 353-3600 • Fax (775) 353-3661
Website: <http://www.agr.nv.gov>

Memorandum

Date: August 8, 2011
To: Kristen Kolbe, Budget Analyst 4
Department of Administration, Budget Division
From: Johnny R. McCuin, ASO III
Subject: IFC Contingency Fund Request

This is to formally request Interim Finance Committee (IFC) Contingency Funds (General Fund) in the amount of \$18,500 to increase Budget Account 4600 AGRI – Predatory Animal/Rodent Control's cash position in order to provide enough cash to pay remaining FY11 obligations. This under funding was mainly created by inaccurately funding Category 32, Contract Services – Ely, in the amount of \$77,693, from Revenue General Ledger 4667, Transfer from Wildlife Department. This revenue source only provides \$66,000 above the direct reimbursements generated in Category 15. Additionally, unbudgeted Terminal Sick and Annual Leave payments of \$18,494 were made. Although budgetary savings were realized in Cat 03, In State Travel, there were not enough savings generated to cover other obligations. Additionally, although expenditures in CAT 15, NDOW Predatory Reduction, were under budget, there were no cash savings from this as expenditures above \$66,000 can only be billed from actual expenditures made.

Please see the attached Cash Analysis worksheet for more detailed information.

Fiscal Services is in the process of instituting a monthly internal Financial Management Report for all Executive Budget Accounts. This report will provide managers an overview of their budget accounts showing year-to-date revenues and expenditures of all revenue sources and their corresponding expenditure categories. In addition to this, current billings or reimbursement requests and internal encumbrances for known or expected future obligations will be added showing the expected year-end cash expectations of actual and planned activities. This report should enable the managers to understand the current status of their accounts and provide a tool to make adjustments, when needed, prior to over expending the applicable account or activity. This tool should prevent a recurrence of the current cash problem in this and/or other Department of Agriculture budget accounts.

The Department of Agriculture is requesting that this item be placed on the August 2011 Board of Examiners (BOE) agenda; if approved by the BOE, the Department will submit the request for consideration by the IFC at their next meeting.

Enclosure: Cash Analysis Worksheet

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NEVADA DEPARTMENT OF AGRICULTURE
PREDATORY ANIMAL RODENT CONTROL

FY2011
FUND MAP
Cash Analysis

BA4600 - PREDATORY ANIMAL/RODENT CONTROL
(see work program list below)
WORK PROGRAM - C21706

Category	Description	Ledger	Position #	Description	Appropriation	Transfer from Woolgrowers	Transfer from Contingency IFC Fund	Transfer from NDOW	FY11 Paid	Budget	Difference
01	Personnel		1	Field Assistant 2	36,153			20,000.00	56,153	57,313	(1,160)
01	Personnel		9	Field Assistant 2	58,254				58,254	57,057	1,197
01	Personnel		10	Field Assistant 2	12,076			20,000.00	32,076	57,920	(25,844)
01	Personnel		12	Field Assistant 2	51,121				51,121	52,204	(1,083)
01	Personnel		16	Field Assistant 2	56,127				56,127	56,509	(382)
01	Personnel		20	Field Assistant 2	55,666				55,666	56,509	(843)
01	Personnel		21	Field Assistant 2	47,731				47,731	57,920	(10,189)
01	Personnel		22	Field Assistant 2	54,853				54,853	55,981	(1,128)
	Internal Services	2550							-	(6,414)	6,414
	Vacancy Savings	5904							-	(21,541)	21,541
	Aegis-Sage Rec Rate Change	5927							-	12,108	(12,108)
	Regi-Sage Rec Rate Change	5928							-	7,307	(7,307)
	Dangerous Duty Pay	5940							-	783	(783)
01	Personnel Assessment	5400			2,063				2,063	-	2,063
01	Payroll Assessment	5700			554				554	-	554
01	Terminal Sick Leave	5960			13,410				13,410	-	13,410
01	Terminal Annual Leave	5970			5,084				5,084	-	5,084
				Subtotal, Category 01	393,091	-	-	40,000.00	433,091	443,656	(10,565)
03	In State Travel				30,338				30,338	38,584	(8,247)
04	Operating				80,507	12,227			92,734	92,735	(1)
15	NDOW Predatory Reduction							335,532.88	335,533	393,598	(58,065)
26	Information Services				1,055				1,055	1,057	(2)
30	Training				269				269	736	(467)
32	Contract Services - Ely				62,168			26,000.00	88,168	88,168	-
93	Reserve for Reversion to GF				6,414				6,414	6,414	-
	Total				573,842	12,227	-	401,532.88	987,602	1,064,948	(77,346)
	Revenues				539,708	12,227	18,500	417,232.88	987,668	1,064,948	(77,280)
	Cash Deficit				(34,134)	0	18,500	15,700.00	66	-	66


Includes Work Programs: Legislative Approved
 11IS4600 - Internal service fund rate reductions.
 C20295 - Increase revenue and expense authority for NDOW activities.
 Pending C21706 - IFC Contingency Fund to increase cash.

W



DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Room 200
Carson City, Nevada 89701-4298
(775) 684-0222
Fax (775) 684-0260
<http://www.budget.state.nv.us/>

Date: July 25, 2011
To: Janet Murphy, Budget Analyst V
Department of Administration
From: Kristen Kolbe, Budget Analyst IV 
Budget and Planning Division
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners meeting. An analysis of the action item and recommendation is also provided.

DEPARTMENT OF AGRICULTURE – VETERINARY MEDICAL SERVICES

Description of item

Nature of the Request

The agency is requesting an allocation of \$43,404 from the Interim Finance Committee Contingency Fund to support a cash shortfall in state fiscal year 2011. A Program Officer I position was eliminated during the 2009-2011 biennium as well as during 26th Special Session resulting in a cash shortfall of \$61,144. Additionally reimbursements for laboratory services were not realized as anticipated.

Recommendation

Request appears reasonable.

REVIEWED: _____
ACTION ITEM: _____

BRIAN SANDOVAL
Governor

STATE OF NEVADA

JIM BARBEE
Director

Las Vegas Office:
2300 McLeod Street
Las Vegas, Nevada 89104-4314
(702) 486-4690
Fax (702) 486-4695



Elko Office:
4780 E. Idaho Street
Elko, Nevada 89801-4672
(775) 738-8076
Fax (775) 738-2639

DEPARTMENT OF AGRICULTURE

405 South 21st Street
Sparks, Nevada 89431-5557
Telephone (775) 353-3600 • Fax (775) 353-3661
Website: <http://www.agr.nv.gov>

Memorandum

Date: July 22, 2011
To: Kristen Kolbe, Budget Analyst 4
Department of Administration, Budget Division
From: Johnny R. McCuin, ASO 3
Subject: IFC Contingency Fund Request

This is to formally request Interim Finance Committee (IFC) Contingency Funds (General Fund) in the amount of \$43,404 to increase Budget Account 4550 AGRI – Veterinary Medical Services, Category 01, Personnel Services. General Funded Personnel Services costs have exceeded the General Fund allocation by \$47,891. This under funding was mainly created by eliminating PCN 15 in both the original FY10 budget and the revised 2010 Special Session's budget in the amount of \$61,144. Additionally, \$13,008 was expended for operating inventories in Category 25, Diagnostic Lab Services, but only \$7,421 were used in current billings, creating \$5,586 in under funding for that category. Revenues for unused inventories from this category will be received in future years. The remaining difference of \$10,073 was made up from savings in other General Fund categories or revenues over expenditures in non-General Fund programs (\$47,891 CAT 01 shortfall plus \$5,586 CAT 25 shortfall = \$53,477 - \$10,073 cash savings = \$43,404 Contingency Fund request).

Please see the attached Cash Analysis worksheet for more detailed information.

Fiscal Services is in the process of instituting a monthly internal Financial Management Report for all Executive Budget Accounts. This report will provide managers an overview of their budget accounts showing year-to-date revenues and expenditures of all revenue sources and their corresponding expenditure categories. In addition to this, current billings or reimbursement requests and internal encumbrances for known or expected future obligations will be added showing the expected year-end results of actual and planned activities. This report should enable the managers to understand the current status of their accounts and provide a tool to make adjustments, when needed, prior to over expending the applicable account or activity. This tool should prevent a recurrence of the current cash problem in this and/or other Department of Agriculture budget accounts.

The Department of Agriculture is requesting that this item be placed on the August 2011 Board of Examiners (BOE) agenda; if approved by the BOE, the Department will submit the request for consideration by the IFC at their August 31, 2011 meeting.

Enclosure: Cash Analysis Worksheet

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NEVADA DEPARTMENT OF AGRICULTURE
ANIMAL INDUSTRY DIVISION

FY2011
CASH ANALYSIS

CASH

Category	Description	Ledger	Position #	Job/Project Code	VMS		10025DX		10025SDX		10025CW		10025NAX		10025XX		93283WNX		VMS		Budget	Diff		
					2501	3509	3510	3511	3512	3514	3519	3722	3827	4052	4620	4654	FY11 Paid	Transfer From Interim Finance						
01	Personnel		1	Administrator																	126,327	126,327		
01	Personnel		1	Administrator																		(192,805)	(192,805)	
01	Rink		2	Supvrs. ADL																		113,652	111,005	(2,647)
01	Priest		4	Microbiologist 3																		65,037	63,481	(1,556)
01	Smith		5	Microbiologist 4																		85,406	83,684	(1,722)
04	La Russa		10	Administrator																		128,807	131,661	2,854
01	Forbes		11	Sr Vet Diagnostician																		105,968	108,738	2,770
01	Sharkey/Becker		12	Admin Asst 2																		7,365	54,703	22,459
01	Pecetti		20	Program Officer 1 [2]																		69,942	69,942	(10,149)
01	Crowell		8022	Sr Vet Diagnostician [3]																		91,953	91,953	
	Lofthouse		0900	Seasonal [4]																		2,633	6,859	
	Merkley		0901	Seasonal [4]																		1,233		
	Inwin		0904	Seasonal [4]																		904		
	York		0923	Seasonal [4]																		2,492		
	Yelle		9000	Seasonal [4]																		2,993		
	Robinson		9003	Seasonal [4]																		1,512		
	Coogan		9009	Seasonal [4]																		1,652		
	Stout		9013	Seasonal [4]																		3,078		
	Personnel Assessment		5400																			1,239		
	Payroll Assessment		5700																			983		
				Unknown Difference																		2,271		
	Subtotal, Category 01																					544,886		
02	Out of State Travel																					957		
03	In-State Travel																					543		
04	Operating																					20,937		
25	Diagnostic Lab Services																					25		
26	Information Services																					13,008		
42	West Nile Program																					3,246		
47	Virginia Range Management																					45,277		
49	USDA Johns Disease																							
50	USDA Foreign Animal Disease																					6,869		
51	USDA Scrapie Survey																					3,513		
53	USDA Chronic Wasting Disease																					3,223		
54	USDA NAIS Premise ID																					16,920		
58	USDA Notifiable Avian Influenza																					12,787		
82	Trans to BAA554																							
93	Reserve for Reversion																					180		
	Total Expenditures																					567,927		
	Revenues																					8,007		
	Anticipated Future Receipts																					521,038		
	Total Actual and Future																					8,170		
	Proof (Budget - Total)																					25,982		
																						872		
																						7,531		
																						18,853		
																						26,854		
																						4,307		
																						26,854		
																						0		
																						0		
																						25		
																						7,421		
																						3,620		
																						75,300		
																						796,906		
																						131,661		
																						930,096		
																						43,404		
																						175,065		
																						930,096		
																						777		
																						46,258		
																						(777)		

NOTE: This cash analysis includes year-to-date receipts and expenditures and future FY11 billings and obligations

Spending exceeded revenues due to purchasing operating inventory in order to provide services when requested. Revenues exceeded expenditures in

FY10 by \$7,165, FY09 by \$477, and FY08 by \$16 all of which reverted to the General Fund.

[1] Incumbent retired in June, 2011 requiring a terminal leave payout.

[2] Incumbent had a military deployment during fiscal year.

[3] Seasonal employees are funded from reimbursable grants thus activity does not effect ending cash.

[4]

3

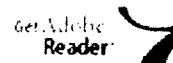
NRS 353.268 Recommendation by State Board of Examiners for allocation from Contingency Fund.

1. When any state agency or officer, at a time when the Legislature is not in session, finds that circumstances for which the Legislature has made no other provision require an expenditure during the biennium of money in excess of the amount appropriated by the Legislature for the biennium for the support of that agency or officer, or for any program, including the State Distributive School Account in the State General Fund, the agency or officer shall submit a request to the State Board of Examiners for an allocation by the Interim Finance Committee from the Contingency Fund.

2. The State Board of Examiners shall consider the request, may require from the requester such additional information as they deem appropriate, and shall, if it finds that an allocation should be made, recommend the amount of the allocation to the Interim Finance Committee for its independent evaluation and action. The Interim Finance Committee is not bound to follow the recommendation of the State Board of Examiners.

(Added to NRS by 1969, 1016; A 1971, 879; 1987, 417)

AB6



Introduced in the Assembly on Feb 28, 2010.

By: **Committee of the Whole**

Reduces state expenditures, increases certain fees and makes various other changes relating to the funding of state and local government. (BDR 31-43)

Fiscal Notes

Effect on Local Government: May have Fiscal Impact.

Effect on State: Yes.

Most Recent History Approved by the Governor. Chapter 10.

Action:

(See full list below)

Upcoming Hearings

Past Hearings

Votes

Assembly Final Passage	Mar. 01	Yea 34,	Nay 8,	Excused 0,	Not Voting 0,	Absent 0
Senate Final Passage	Mar. 01	Yea 20,	Nay 1,	Excused 0,	Not Voting 0,	Absent 0

Bill Text As Introduced As Enrolled

Bill History

Feb 28, 2010

- Read first time.
- To printer. From printer.
- Declared an emergency measure under the Constitution.
- Read third time. Passed. Title approved. (Yeas: 34, Nays: 8.) To Senate.

Mar 01, 2010

- In Senate.
- Read first time. Referred to Committee of the Whole. To committee.
- From committee: Do pass.
- Declared an emergency measure under the Constitution.
- Read third time. Passed. Title approved. (Yeas: 20, Nays: 1.) To Assembly.
- In Assembly. To enrollment.

Mar 02, 2010

- Enrolled and delivered to Governor.

Mar 12, 2010

- Approved by the Governor. Chapter 10.
- **Sections 1 to 18, inclusive, 20 to 30, inclusive, 32, 34 to 37, inclusive, 39, 43, 44, 46 to 63, inclusive, 65 to 68, inclusive, and 69 of this act effective March 12, 2010. Sections 19 and 31 of this act effective April 1, 2010. Section 64 of this act effective May 1, 2010. Sections 33, 38, 40, 41, 42, and 45 of this act effective July 1, 2010. Sections 36 and 47 of this act expire by limitation on June 30, 2011.**

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Assembly Bill No. 6-Committee of the Whole

CHAPTER.....

AN ACT relating to governmental financial administration; revising certain appropriations from the State General Fund for the support of the civil government of the State of Nevada; authorizing expenditures by certain agencies and entities of the State Government; providing for the transfer of certain appropriated money to the next fiscal year; requiring the Clean Water Coalition to transfer certain money to the State Controller for deposit in the State General Fund; increasing fees imposed for certain filings or registrations made with the Office of the Secretary of State; revising provisions relating to foreclosure of real property; revising provisions relating to the use of money in the Account for Common-Interest Communities and Condominium Hotels; increasing certain administrative assessments imposed against persons who commit certain crimes; authorizing the Department of Corrections to adopt regulations to allow the Department to deduct money credited to the Offenders' Store Fund for certain purposes and to impose a charge on purchases of electronic devices; providing for the temporary transfer of certain lobbyist registration fees; increasing certain fees charged by the State Registrar; authorizing the Department of Wildlife to use fees collected for processing applications for tags for certain additional purposes; imposing an additional fee for filing certain affidavits relating to mining claims; reducing the basic support guarantees of school districts for purposes of apportionments from the State Distributive School Account; requiring the Department of Taxation to allow for the payment of delinquent taxes, fees or assessments without a penalty for a limited period in certain circumstances; requiring the Division of Insurance of the Department of Business and Industry to carry out a desk audit program to audit insurance premium tax returns; providing for the use of money from an award from the Temporary Assistance for Needy Families Emergency Contingency funds; making appropriations; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

The Legislature appropriated various sums of money for the support of the government of the State of Nevada during the 2009 Legislative Session. **Sections 1-7** of this bill reduce certain appropriations for Fiscal Years 2009-2010 and 2010-2011. **Sections 8 and 9** of this bill authorize expenditures of money by certain



6

	<u>2009-2010</u>	<u>2010-2011</u>
(10) Reduction in funding for contract mental health rehabilitative services provided by the Division for uninsured children in Clark County	\$90,000	\$90,000
(11) Eliminate a part-time administrative assistant position and a part-time accounting clerk position for a total reduction of 1.02 FTE with the Southern Nevada Child and Adolescent Services.....	8,753	29,143
14. Lieutenant Governor's Office	\$19,366	\$61,079
15. Department of Motor Vehicles	\$608	\$1,823
16. Office of the Governor:		
(a) Governor's Office	\$147,005	\$227,754
(b) Office of Energy	10,099	34,207
(c) Agency for Nuclear Projects	61,221	175,535
17. Office of Veterans' Services.....	\$86,787	\$244,963
18. Commission on Postsecondary Commission.....	\$27,607	\$18,793
19. Department of Public Safety	\$1,779,932	\$2,193,167
20. State Public Works Board	\$16,406	\$23,510
21. Department of Taxation.....	\$62,701	\$432,807
22. Department of Wildlife	\$29,038	\$84,889
23. Nevada System of Higher Education	\$11,524,182	\$34,572,454
24. Office of the State Treasurer.....	\$40,964	\$122,126
25. Office of State Controller	\$146,106	\$398,758
26. Legislative Fund	\$1,003,146	\$2,204,745
27. Board of Examiners Salary Adjustment Account.....	\$0	\$8,089,065

⇒ **Sec. 2.** The following reductions are hereby made to the appropriations from the State General Fund made pursuant to chapter 388, Statutes of Nevada 2009, at page 2105, for the support of the Government of the State of Nevada for the fiscal years beginning July 1, 2009, and ending June 30, 2010, and beginning



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July 1, 2010, and ending June 30, 2011, as a result of the elimination of certain vacant positions:

	<u>2009-2010</u>	<u>2010-2011</u>
1. The Office of Attorney General—Attorney General Administration Account	\$58,755	\$823,607
2. Department of Agriculture—Veterinary Medical Services.....	\$20,329	\$192,805
3. Department of Business and Industry—Real Estate Administration	\$52,836	\$157,717
4. Department of Conservation and Natural Resources:		
(a) Conservation and Natural Resources Administration.....	\$0	\$19,856
(b) Division of State Parks	33,143	54,596
(c) Division of Water Resources.....	25,211	0
(d) DEP - Water Quality Planning.....	0	64,146
5. Department of Corrections:		
(a) Correctional Programs	\$0	\$255,686
(b) Medical Care.....	0	604,144
6. Department of Cultural Affairs:		
(a) Division of Museums and History	\$0	\$56,287
(b) Nevada Historical Society, Reno.....	0	15,167
(c) Nevada State Museum, Carson City.....	0	39,808
(d) Nevada State Railroad Museums.....	54,787	55,512
(e) Archives and Records	0	40,855
7. Department of Education—Education State Programs.....	\$6,995	\$20,884
8. Department of Employment, Training and		



Section A: Position Detail
 Budget Account: 4550 AGRI - VETERINARY MEDICAL SERVICES


Type Description	PCN	Class	Step	Gd	Add	Any	Ret	2009-2010			2010-2011				
								FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
CAR CARSON OFFICES															
1 PROGRAM OFFICER 1 3,000	000015	07649	31-5	0	10	8	8	1.00	42,543	19,805	62,348	1.00	44,404	21,106	65,510
1 PROGRAM OFFICER 1 1,601	000015	07649	31-6	0	10	8	8	-1.00	-13,889	-6,440	-20,329	-1.00	-41,193	-19,951	-61,144
1 PROGRAM OFFICER 1 1,671	000015	07649	31-5	0	10	8	8	-1.00	-42,543	-19,805	-62,348	-1.00	-44,404	-21,106	-65,510
1 PROGRAM OFFICER 1 1,671	000015	07649	31-6	0	10	8	8	1.00	41,193	19,421	60,614	1.00	41,193	20,217	61,410
1 PROGRAM OFFICER 1 1,606	000015	07649	31-6	0	10	8	8	-1.00	-41,193	-19,421	-60,614	-1.00	-41,193	-20,217	-61,410
TOTAL FOR POSITION GROUP CAR								-1.00	-13,889	-6,440	-20,329	-1.00	-41,193	-19,951	-61,144
ELKO ELKO OFFICE															
1 SR VETERINARY DIAGNOSTN (EA)	008022	U9089	99-99	0	1	1	1	1.00	89,464	22,477	111,941	1.00	89,464	23,317	112,781
TOTAL FOR POSITION GROUP ELKO								1.00	89,464	22,477	111,941	1.00	89,464	23,317	112,781
RENO RENO OFFICES															
1 DIV ADMINR, VETERINARY MED SVCS	000001	U4710	99-99	0	6	1	1	-1.00	0	0	0	-1.00	-105,107	-26,554	-131,661
1 DIV ADMINR, VETERINARY MED SVCS	000001	U4710	99-99	0	6	1	1	1.00	105,107	24,919	130,026	1.00	105,107	25,792	130,899
1 SPVR, ANIMAL DISEASE LAB	000002	U9093	99-99	0	7	8	8	1.00	83,945	30,218	114,163	1.00	83,945	31,046	114,991
1 MICROBIOLOGIST 3	000004	10715	34-4	0	10	8	8	1.00	46,391	20,833	67,224	1.00	48,469	22,201	70,670
1 MICROBIOLOGIST 3	000004	10715	34-4	0	10	8	8	-1.00	-46,391	-20,833	-67,224	-1.00	-48,469	-22,201	-70,670
1 MICROBIOLOGIST 3	000004	10715	34-5	0	10	8	8	1.00	44,879	20,404	65,283	1.00	44,879	21,207	66,086
1 MICROBIOLOGIST 4	000005	10711	36-10	0	9	8	8	1.00	61,266	24,767	86,033	1.00	61,266	25,609	86,875
1 DIV ADMINR, VETERINARY MED SVCS	000010	U4719	99-99	0	6	1	1	1.00	0	0	0	1.00	105,107	26,554	131,661
1 SR VETERINARY DIAGNOSTN (EA)	000011	U9089	99-99	0	6	1	1	1.00	89,464	22,477	111,941	1.00	89,464	23,317	112,781
1 ADMIN ASSISTANT 2	000012	02212	25-10	0	11	8	8	0.00	0	0	0	-1.00	-31,395	-15,788	-47,183
1 ADMIN ASSISTANT 2	000012	02212	25-10	0	11	8	8	1.00	37,761	18,509	56,270	1.00	37,761	19,296	57,057
1 PROGRAM OFFICER 1	000020	07649	31-5	0	2	1	1	-1.00	-46,450	-16,083	-62,533	-1.00	-48,484	-17,233	-65,717
1 PROGRAM OFFICER 1	000020	07649	31-5	0	2	1	1	1.00	46,450	16,083	62,533	1.00	48,484	17,233	65,717
1 PROGRAM OFFICER 1	000020	07649	31-6	0	2	1	1	1.00	45,622	15,925	61,547	1.00	45,622	16,731	62,353
1 IT PROFESSIONAL 3	000200	07925	39-10	0	3	1	1	1.00	77,757	21,254	99,011	1.00	77,757	22,069	99,826
1 IT PROFESSIONAL 3	000200	07925	39-10	0	3	1	1	-1.00	-77,757	-21,254	-99,011	-1.00	-77,757	-22,069	-99,826
TOTAL FOR POSITION GROUP RENO								7.00	468,044	157,219	625,263	6.00	436,649	147,210	583,859
TOTAL FOR BUDGET ACCOUNT 4550								7.00	543,619	173,256	716,875	6.00	484,920	150,576	635,496

9



DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Room 200
Carson City, Nevada 89701-4298
(775) 684-0222
Fax (775) 684-0260
<http://www.budget.state.nv.us/>

Date: June 22, 2011
To: Stephanie Day, Acting Director
Department of Administration
From: Julie Strandberg, Budget Analyst 
Budget and Planning Division
Subject: BOARD OF EXAMINERS **ACTION** ITEM

DEPARTMENT OF PUBLIC SAFETY- NEVADA HIGHWAY PATROL - FY11

Statutory Authority

Pursuant to NRS 353.266, the Department requests \$1,886 from the Contingency Fund to support additional costs associated with visiting Dignitary Protection.

Nature of the Request

The Department is requesting a \$1,886 allocation from the Contingency Fund to cover costs associated with visiting dignitary protection. The requested funding will allow the Division to reimburse the Highway Fund for visiting Dignitary Protection through the end of the fiscal year.

Recommendation

The Department recommends approving the request.

A handwritten signature, likely of Julie Strandberg, consisting of the letters "JE" followed by a flourish.

Brian Sandoval
Governor



Chris Perry
Acting Director

Administrative Services Division
555 Wright Way
Carson City, Nevada 89711

Date: May 25, 2011
To: Julie Strandberg, Budget Analyst 4
Dept. of Administration, Budget Division
From: Mark Teska, Administrator *MT*
Subject: IFC Contingency Fund Request

RECEIVED

MAY 25 2011

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

Attached please find a request for IFC Contingency Funds (General Fund) for costs incurred by the Nevada Highway Patrol (NHP) for visiting dignitary protection. The costs incurred exceed NHP's General Fund appropriation for this purpose. The Department of Public Safety is requesting that this item be placed on the July 2011 Board of Examiners agenda; if approved by BOE, DPS will submit the request for consideration by IFC at their September (anticipated) meeting. If NHP incurs additional visiting dignitary protection costs prior to June 30, a revised request will be submitted.

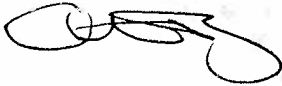
2



Director's Office

555 Wright Way
Carson City, Nevada 89711-0525
Telephone (775) 684-4556 • Fax (775) 684-4809

Memorandum

Date: May 24, 2011
To: Interim Finance Committee
From: Chris Perry, Acting Director 
Subject: Request for Contingency Funds

The Department of Public Safety is formally requesting \$1,886.00 in contingency funds to reimburse the Highway Fund for Visiting Dignitary Protection assignments performed by Highway Funded staff. The Fiscal Year 2011 Legislatively Approved funding in the amount of \$1,066.00 is insufficient in properly funding those activities.

This contingency request will cover those assignments which occurred in State Fiscal Year 2011.

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DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Room 200
Carson City, Nevada 89701-4298
(775) 684-0222
Fax (775) 684-0260
<http://www.budget.state.nv.us/>

Date: August 4, 2011

To: Stephanie Day, Deputy Director
Department of Administration

Through: Julia Teska, Budget Analyst
Budget and Planning Division

From: Robin Hager, Budget Analyst
Budget and Planning Division

Subject: BOARD OF EXAMINERS' **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting. An analysis of the action item is also provided.

SECRETARY OF STATE'S OFFICE

Pursuant to NRS 304.230, Governor Sandoval issued a proclamation specifying a special election to fill the Congressional District 2 vacancy will be held on September 13, 2011. The agency is requesting an allocation of \$539,137 from the Interim Finance Committee Contingency Fund to reimburse counties for all costs and expenses incurred by the counties to conduct the special election.

On July 20, 2011, Governor Sandoval approved special regulations for the September 13, 2011 election in which procedures and timelines for requesting reimbursement from the state for the costs from the special election were adopted. The counties will have up to 45 days following the completion of the special election to submit reimbursement requests. On August 1, 2011 counties wishing to be reimbursed for the election costs submitted a good faith estimate of expenses for which it wishes to seek reimbursement, and with sufficient supporting documentation will be reimbursed for those expenses as long as the requested amount is within fifteen percent of the original estimate.

Once all of the counties have been reimbursed for the election expenditures, the agency is agreeable to reverting any unused funds to the Interim Finance Committee Contingency Fund.

REVIEWED: <u> CW </u>
ACTION ITEM: _____

ROSS MILLER
Secretary of State

STATE OF NEVADA

SCOTT W. ANDERSON
*Deputy Secretary
for Commercial Recordings*

NICOLE J. LAMBOLEY
Chief Deputy Secretary of State



SCOTT GILLES
Deputy Secretary for Elections

ROBERT E. WALSH
Deputy Secretary for Southern Nevada


KATE L. THOMAS
Deputy Secretary for Operations

**OFFICE OF THE
SECRETARY OF STATE**

MEMORANDUM

DATE: August 4, 2011

TO: Robin Hager, Budget Analyst IV
Department of Administration

FROM: Nicole Lamboley, Chief Deputy 

SUBJECT: BOARD OF EXAMINERS ACTION ITEM

The Office of the Secretary of State requests the Board of Examiners' approval to transfer \$539,137 from the Interim Finance Committee Contingency Fund to budget account 1050 to reimburse counties for all costs and expenses incurred by the counties to conduct the September 13, 2011 Special Election to fill the vacancy of Nevada's United States Congressional Representative from District 2.

NRS 304.230, Governor Sandoval issued a proclamation specifying that a special election to fill the Congressional District 2 vacancy would be held on September 13, 2011. Pursuant to NAC 293.200, the Secretary of State is required to reimburse counties for the cost of basic stock for ballots. Normally, the counties would be required to incur the costs and expenses to prepare for and administer an election. However, given this is a special election neither the counties nor the State are budgeted for the costs of running a special election.

Should the actual receipts submitted by the counties total higher than this request, the Office of the Secretary of State will submit an additional Contingency Fund request for the difference.

Please call Pam Dover at 684-5738 if you require additional information or have questions.

Attachments

cc: Brian Burke, Principal Deputy Fiscal Analyst, LCB
Kate Thomas, Deputy Secretary of Operations
Pam Dover, ASO

NEVADA STATE CAPITOL
101 N. Carson Street, Suite 3
Carson City, Nevada 89701-3714
Telephone: (775) 684-5708
Fax: (775) 684-5725

COMMERCIAL RECORDINGS
MEYER'S ANNEX OFFICE
202 N. Carson Street
Carson City, Nevada 89701-4201
Telephone: (775) 684-5708
Fax: (775) 684-5725

LAS VEGAS OFFICE
555 E. Washington Avenue Ste 5200
Las Vegas, Nevada 89101-1090
SECURITIES
Telephone: (702) 486-2440
Fax: (702) 486-2452
CORPORATIONS
Telephone: (702) 486-2880
Fax: (702) 486-2888

SECURITIES SATELLITE OFFICE
500 Damonte Ranch Parkway, Suite 657A
Reno, Nevada 89521
Telephone: (775) 687-9950
Fax: (775) 853-7961

3

NRS 304.230 Governor to issue election proclamation; when election is to be conducted; consolidation with other elections.

1. In the event of a vacancy in the office of Representative in Congress, the Governor shall, within 7 days after the event giving rise to the vacancy, issue an election proclamation calling for a special election to fill the vacancy. The Governor shall specify the date of the special election in the proclamation. Except as otherwise provided in subsection 2, the election must be conducted:

(a) As soon as practicable after the issuance of the proclamation;

(b) On a Tuesday; and

(c) Not more than 180 days after the issuance of the proclamation. If the vacancy is caused by a catastrophe, the election must be conducted not more than 90 days after the issuance of the proclamation.

2. A special election required pursuant to subsection 1 may be consolidated with a statewide election or local election scheduled to be conducted within 90 days after the issuance of the proclamation. The special election may be consolidated with a local election occurring wholly or partially within the same territory in which the vacancy exists only if the voters eligible to vote in the local election comprise at least 50 percent of all voters eligible to vote on the vacancy.

(Added to NRS by 2003, 765)

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NAC 293.200 Reimbursement for cost of ballots. (NRS 293.124, 293.247)

1. The Secretary of State will reimburse the counties for the cost of the basic stock for ballots. Reimbursement will not be made for setup and other costs, including the cost of personalized printing, stitching, binding or numbering of the ballots.

2. Payment will be made after a claim of cost is presented to the Secretary of State. A county clerk shall present the claim not later than December 31 of a year in which a general election is held. A manufacturer's invoice showing an itemized list of all charges must accompany the claim. The Secretary of State will not pay claims presented more than 30 days after December 31 of the year in which the general election was held.

[Sec'y of State, Conduct of Elections Reg. § B-1, eff. 2-28-80]—(NAC A 3-15-96; R072-06, 7-14-2006)

5

SECRETARY OF STATE
FILING DATA

FILED

JUL 20 2011 *AC*

SECRETARY OF STATE
ELECTIONS DIVISION

For Filing
Administrative Regulations

Agency: SECRETARY OF STATE
ELECTIONS DIVISION

FOR EMERGENCY
REGULATIONS ONLY

Effective date: Upon Adoption

Expiration date: November __, 2011.


Governor's signature

Classification: PROPOSED : ADOPTED BY AGENCY XX EMERGENCY

Brief description of action A regulation pertaining to the reimbursement of the costs and expenses of the 2011 Special Election to the counties of Nevada by the State; regulation sets for the procedures and timelines for requesting reimbursement.

Authority citation other than 233B NRS 293.200

Notice dates N/A

Date of Adoption by Agency N/A

Hearing dates N/A

Written Statement of Emergency in Support of Emergency Regulations

NRS Chapter 233B (and 233B.0613(1) specifically) set forth the authority, standard and requirements for an emergency regulation as follows:

1. If an agency determines that an emergency exists, it shall submit to the Governor a written statement of the emergency which sets forth the reasons for the determination. If the Governor endorses the statement of the emergency by written endorsement at the end of the full text of the statement of emergency on the original copy of a proposed regulation, the regulation may be adopted and become effective immediately upon its being filed in the Office of the Secretary of State pursuant to subsection 3 of NRS 233B.070. The statement of the emergency endorsed by the Governor must be included as a part of the regulation for all purposes. A regulation so adopted may be effective for a period of not longer than 120 days. A regulation may be adopted by this emergency procedure only once.

The Nevada Secretary of State has determined that an emergency exists sufficient to warrant enactment of emergency regulations pertaining to the reimbursement of costs and expenses incurred by the counties for the September 13, 2011, Special Election (the "Special Election") to fill Nevada's vacancy in the United States House of Representatives, District 2. The reasons for the Secretary of State's determination are as follows:

Pursuant to Nevada Administrative Code (NAC) 293.200, the Secretary of State is required to reimburse the counties for the "cost of the basic stock for ballots." The Secretary of State does not reimburse costs for "setup and other costs, . . ." Id. Thus, normally the counties would be required to incur the costs and expenses to prepare for and run the upcoming Special Election save for reimbursement of the ballot stock. Neither the counties nor the State budgeted for these additional costs. Following the Governor's proclamation of the Special Election, the county clerks and registrars of voters were asked by the Secretary of State to provide estimates of the costs the respective counties would incur to hold the Special Election. Collectively, the counties' estimates total \$784,250.00 (\$27,800 attributable to ballot stock), which the counties will be forced to incur should they be required to finance the Special Election in the normal fashion.

The purpose of the emergency regulations is to assist the counties by defraying these costs in lieu of full state reimbursement. The emergency regulations set forth the procedures and deadlines pertaining to reimbursement of the Special Election costs. These regulations are necessary to assist the counties during a financially difficult period in this State and do not apply to any subsequent special elections pursuant to NRS Chapter 304 or otherwise. These regulations are also necessary to ensure the proper administration of the Special Election by the counties. The election timeline does not provide for sufficient time to undertake the permanent rulemaking process described in NRS Chapter 233B. The Secretary of State intends these regulations to be in effect no longer than the timeline explicitly set forth therein. The Secretary of State will not seek to enact these regulations as temporary or permanent regulations, as set forth in NRS Chapter 233B.

DATED this 20 day of July, 2011.

OFFICE OF THE GOVERNOR



Brian Sandoval

Explanation:

These regulations pertain to reimbursement of the additional costs and expenses of the Special Election to the counties of Nevada by the State of Nevada. These regulations also set forth the procedures and timelines for the counties to submit their respective reimbursement requests.

Authority:

NRS Chapter 233B

Proposed Emergency Regulation:

Section 1. Chapter 293 of the NAC is hereby amended by adding thereto the provisions set forth as Sections 1 through 3, inclusive of these regulations.

Section 2. Purpose.

1. The purpose of these emergency regulations, notwithstanding the provisions of NAC 293.200, is State reimbursement of the additional costs and expenses incurred by the counties to administer and process the September 13, 2011 Special Election to fill Nevada's vacancy in the United States House of Representatives, District 2 (the "Special Election").
2. Reimbursement of said costs and expenses will be contingent upon available and authorized state funding.
3. These regulations apply only to the Special Election referenced in this regulation.

Section 3. Reimbursement.

1. Not later than 45 days following the completion of the Special Election, to be eligible for reimbursement a county must submit its request for reimbursement to the Office of the Secretary of State.
2. To be eligible for reimbursement the counties must follow the guidelines and regulations for submitting reimbursement requests as set forth in this regulation.
3. Not later than August 1, 2011, a county wishing to be eligible for reimbursement must submit a good faith written estimate of costs for which it intends to seek reimbursement. Failure to provide a written estimate in a timely manner will result in the county becoming ineligible for reimbursement.
4. An eligible county must submit an invoice on the form prescribed by the Secretary of State within the time frame set forth in subsection 1, which sets forth its total reimbursement request and specifies the categories of its costs and expenses by line item. A county must also attach to the invoice copies of all corresponding invoices, receipts and other documentary support for its requested reimbursement. Costs and expenses eligible for reimbursement must be supported by invoice, receipt and/or other

appropriate documentary support if it is to be considered for reimbursement.

5. Before reimbursing a cost or expense that is more than fifteen percent in excess of the original estimate submitted pursuant to subsection 3, a county shall first notify the Secretary of State in writing to verify approval. Failure to obtain verification pursuant to this subsection will result in no reimbursement for amounts in excess of the original estimate plus fifteen percent.
6. Costs not eligible for reimbursement include, but are not limited to, the following:
 - a. Staff salaries;
 - b. Already existing county clerk or registrar of voters office standard operating costs; and
 - c. Costs associated with Dominion Voting Systems, Inc.'s services that are already contractually paid for by the Secretary of State.

INFORMATION STATEMENT (NRS 233B.066):

Pursuant to NRS 233B.066(1), the emergency regulations must be accompanied by a statement concerning the regulation which contains certain information required by the statute. The requirements of NRS 233B.066(1)(a) - (d) do not apply to emergency regulations pursuant to NRS 233B.066(2).

233B.066(1)(e) - Estimated economic effect of the regulation on the business which it is to regulate and on the public:

There is no effect on the regulation of business. The source of the funds for the proposed reimbursement is the general state fund.

233B.066(1)(f) - Estimated cost to the agency for enforcement of the proposed regulation.

No cost to the Secretary of State to enforce. Reimbursements will be made from available and authorized state funds.

233B.066(1)(g) - Description of any regulations of other state or government agencies which the proposed regulations overlap or duplicate.

The proposed emergency regulation does not duplicate or overlap any other state or government agency regulation.

233B.066(1)(h) - Does regulation include provisions which are more stringent than a federal regulation which regulates the same activity?

No.

233B.066(1)(i) - Does regulation provide a new fee or increase an existing fee?

No.

ROSS MILLER
Secretary of State

STATE OF NEVADA

SCOTT W. ANDERSON
*Deputy Secretary
for Commercial Recordings*

NICOLE J. LAMBOLEY
Chief Deputy Secretary of State



SCOTT F. GILLES
Deputy Secretary for Elections

ROBERT E. WALSH
*Deputy Secretary
for Southern Nevada*

OFFICE OF THE
SECRETARY OF STATE

KATE L. THOMAS
*Deputy Secretary
for Operations*

MEMORANDUM

To: Julie Teska, Budget Analyst

From: Secretary of State

CC: Jeff Mohlenkamp, Brian Burke, Robin Hagar, Carla Watson, Stephanie Day

Date: August 3, 2011

Subject: Use of HAVA Funds for 2011 Special Election

In response to the request dated July 29, 2011, from the budget office, this memorandum will provide details on:

1. Special Election expenses eligible for Help America Vote Act ("HAVA") funding;
2. Current HAVA funds available and their projected uses this biennium; and
3. Impact on the HAVA budget from using HAVA funds for any of the eligible expenses of the Special Election.

Special Election Expenses That Are Eligible for HAVA Funding

The Secretary of State's office receives HAVA funding from the U.S. Election Assistance Commission ("EAC") and administers HAVA funding through the Election Fund pursuant to NRS 293.442. This fund receives HAVA Section 101 (also known as Title I or Initial Payment) funds, Section 251 (also known as Title II or Requirements Payments) funds, Sec 261 funds to assist voters with disabilities, and other grants used for unique and specific purposes (e.g., 2010 Mock Election Grant). The Election Fund also collects interest on initially deposited federal money and state matched funds.

NEVADA STATE CAPITOL
101 N. Carson Street, SUITE 3
Carson City, Nevada 89701-4786
Telephone: (775) 684-5708
Fax: (775) 684-5725

**COMMERCIAL RECORDINGS
MEYER'S ANNEX OFFICE**
202 N. Carson Street
Carson City, Nevada 89701-4201
Telephone: (775) 684-5708
Fax: (775) 684-5725

LAS VEGAS OFFICE
555 E. Washington Avenue Ste. 5200
Las Vegas, Nevada 89101-1090
SECURITIES
Telephone: (702) 486-2440
Fax: (702) 486-2452
CORPORATIONS
Telephone: (702) 486-2880
Fax: (702) 486-2888

RENO OFFICE
500 Damonte Ranch Pkwy, Suite 657-A
Reno, Nevada 89521
Telephone: (775) 687-9950
Fax: (775) 853-7961

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Before an analysis of what Special Election expenses are eligible for HAVA funding, a foundation should be established as to what are permissible uses of the different categories of funding. The first funding category, Section 101 funds, refers to the initial \$5 million dollar payment the Secretary of State's office received in 2003. The current balance of this funding category is \$1,022,417. While having the greatest latitude in uses, this funding source does have its limitations. Permissible uses of Section 101 funds include:

- Complying with the requirements under Title III (voting systems, provisional voting, and establishing and maintaining a computerized statewide voter registration list);
- Improving the administration of elections;
- Educating voters concerning voting procedures, voting rights, and voting technology;
- Training election officials, poll workers, and election volunteers;
- Developing the State plan for requirements payments;
- Improving, acquiring, leasing, modifying, or replacing voting systems and technology and methods for casting and counting votes;
- Improving the accessibility and quantity of polling places, including providing physical access for individuals with disabilities, providing non-visual access for individuals with visual impairments, and providing assistance to Native American, Alaska Native citizens, and to individuals with limited proficiency in the English language; and
- Establishing toll-free telephone hotlines that voters may use to report possible voting fraud and voting rights violations, to obtain general election information, and to access detailed automated information on their own voter registration status, specific polling place locations, and other relevant information.

The Secretary of State's office has also received Section 251 funding; the current balance of which is \$4,960,359. Permissible uses of Section 251 funds are more restrictive and are limited to the following:

- Equipment that meets voting systems standards;
- Provisional voting;
- Voting information;
- Statewide voter registration list; and
- Requirements for voters who register by mail.

This understanding of the permissible uses of these two sections of HAVA funding will assist in an analysis of how these funds can be applied to the Special Election. The cost categories that our office has received to date from the counties are uniform across the board. The costs to run an election at the county level include expenses for publications/notices, sample ballots, postage for sample ballots, paper ballots, ballot instructions, outgoing postage for absent ballots, return

postage, poll worker pay, and overtime for staff. Some of these costs have been addressed by the EAC, through funding advisories, as to which are permissible uses for HAVA funds.

Publication/notice expenses have yet to be determined to be a permissible expense for HAVA funds. As such, these expenses should not be considered a HAVA funded expense. Sample ballots have been determined, in Funding Advisory Opinion (“FAO”) 09-006, to be a permissible Section 251 expense of HAVA funds. The same FAO, though, does not speak to the cost of mailing those ballots to voters. As such, postage should be considered an impermissible expense. Paper ballots not intended to be used for provisional voting have been determined to be an unallowable expense by the EAC in FAO 10-002. Please note that the paper ballots itemized by the clerks in their estimates are for absentee voting and not provisional voting. As such, these are not eligible HAVA expenses. The EAC has determined that ballot instructions are a permissible HAVA expense in FAO 09-006. Outgoing and return postage has not been determined to be permissible expense under either Section 101 or 251.

Regarding poll worker pay, the EAC has consistently held that HAVA funds may be used to conduct the training of poll workers (FAO 08-005, 08-012, 09-006), but it is silent as to salary. The conditional language in FAO 09-006 would indicate that salaries would not be considered a permissible use of HAVA funds since the training is limited to a one-time training, and the advisory expressly states that HAVA funds are not to be used to fund ongoing training.

Lastly, overtime for county staff has not been addressed by the EAC. While it may be argued that paying overtime costs may be an improvement to federal elections, the Secretary of State’s office does not have enough guidance from the EAC to definitively state that overtime pay to county staff during the Special Election is an allowable expense.

In Summary, the following expense categories are either not allowable HAVA expenses or the Secretary of State’s office needs to obtain pre-approval from the EAC before it can accurately opine that they are in fact allowable expenses:

- Publication and notice expenses;
- Postage for sample ballots;
- Paper ballots not intended for provisional voting;
- Postage (outgoing and return); and
- Poll worker salary and overtime.

Based on time constraints related to both the expedited Special Election and the process of receiving authorization from BOE and IFC, it is not likely that the Secretary of State can request and obtain a response from the EAC. Typically, approval requests submitted to the EAC take several months before a response is received. As such, the Secretary of State recommends that the above cost categories not be considered as allowable expenses under HAVA for purposes of county reimbursement.

Current HAVA Funds Available and Projected Uses this Biennium

The following is a breakdown of HAVA funds, by category and not including amounts that are already obligated:

Description	101	251	Total ¹
Balance (as of 7/22/11)	\$1,022,417	\$4,960,359	\$5,982,776

Based on projected expenditures, the account balances, **not** including any potential amounts utilized for the Special, at the end of FY 2012 will be **\$4,654,360**, and at the end of FY 2013, **\$3,325,027**.

<u>Spending Category</u>	<u>FY 2012</u>	<u>FY 2013</u>
Personnel	\$142,254	\$144,297
Voting Machine Replacement	\$1,100,000	\$1,100,000
Statewide Voter Registration	\$45,522	\$45,690
Administration of Elections	\$10,349	\$10,315
Information Services	\$30,291	\$29,031
Total Expenses	\$1,328,416	\$1,329,333
Remaining HAVA Balance	\$4,654,360	\$3,325,027

Projected uses of HAVA funds in the next biennium include personnel services, voting machine contracts and replacements, voting registration maintenance and costs, administration of elections, information services, and polling place accessibility costs. Even-year full ballot elections, especially presidential elections, also present unexpected costs due to increased attention to the State and increased participation. These unexpected costs are not factored into the base legislatively approved budget but should be anticipated.

These budget estimates also do not include the inevitable need to upgrade the State's voting systems in the near future. The voting hardware and software is the same system that has been used since 2004. The vendor that the Secretary of State's office contracts with for the support and maintenance of the voting machines, Dominion Voting Services, Inc. ("Dominion"), is on the verge of having a new iteration of its voting software certified by the EAC, and the Secretary of State's office anticipates upgrading to the new version after the 2012 elections, which will add additional contract costs. Furthermore, the Secretary of State's office has determined hardware improvement costs to be \$18-\$20 million for new or replacement voting machines, card activators, optical scan ballot readers, etc.

¹ This total is for Section 101 and Section 251 funds only, and it purposefully does not include other HAVA spending categories that are not eligible for county reimbursement of the Special Election costs.

HAVA Budget Will Be Impacted by Using HAVA Funds for Special Election

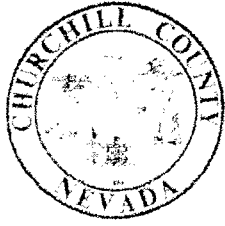
The HAVA account's declining balances, without recent federal replenishment and no hint of future funding, cause considerable concern for the Secretary of State in using HAVA funds for the Special Election. The Secretary of State's office has been fiscally responsible in its administration of HAVA funds, and, through careful and deliberate spending, the Secretary of State is stretching limited funding as far as possible. Absorbing a possible unplanned and unbudgeted \$1 million expense will affect future statewide election administration past the 2012 election season. To illustrate the significance of this impact, please consider that if an approximated \$600,000 Special Election expense were taken from the remaining \$3,325,027 HAVA biennium balance, the HAVA funds would be almost entirely exhausted following the 2014 elections.

It should be noted that the Secretary of State's office has already contributed to Special Election costs. In negotiating the State's current contract with Dominion, the Secretary of State's office has already assumed \$147,685 in Special Election costs for licensing, warranties, maintenance, testing, and early vote/election day use of voting machines. By already assuming some of the fiscal responsibility of the upcoming September 13th Special Election, and to protect future uses of federal HAVA funds, the Secretary of State's office respectfully maintains that county election reimbursements should be covered by the State's contingency fund.

Special Election 2011	
ESTIMATED COUNTY COSTS	
County	August 3rd Revised Estimate
Carson City	\$20,220.00
Churchill	\$17,360.00
Clark	\$50,000.00
Douglas	\$42,460.00
Elko	\$20,839.00
Esmeralda	\$3,571.00
Eureka	\$4,076.00
Humboldt	\$10,125.00
Lander	\$6,290.00
Lincoln	\$5,300.00
Lyon	\$30,000.00
Mineral	\$10,259.00
Nye	\$21,681.00
Pershing	\$5,292.00
Storey	\$7,240.00
Washoe	\$272,400.00
White Pine	\$12,024.00
TOTAL Estimated County Costs	\$539,137.00

2011 Special Election Cost - Carson City

PRINTING	Total expenses
Voter Applications	NA
Absentee Envelopes(outgoing)	75
Absentee Envelopes(incoming)	100
Military ab envelopes (outgoing)	NA
Military ab envelopes (incoming)	NA
Voter Receipts (pass)	NA
Cert. of Error	NA
Certificate of Edge	30
Test Deck/Duplicate Ballots	NA
Sample Ballots	1427
Absentee Ballots	826
Signs	NA
Secrecy Sleeves	NA
POSTAGE	
Absent Ballots (Out)	
(in coming) Total postage:	812
Sample Ballots	2040
Mailing service	3315
PUBLICATIONS	
Notice of offices up	NA
Notice of Election	219
Close of Registration	268
Notice of Early Voting	281
SUPPLIES	
Insight paper rolls	31
Edge paper rolls (200 @ \$3.50ea)	700
black sleeves	NA
result cartridges	NA
voter cards	NA
seals	NA
I voted stickers	NA
1st Time Voter stickers	NA
dymo labels for EV	296
SEQUOIA	
Annual Licensing Fee	NA
Maintenance/service and repair	NA
Programming	NA
Support, on site	NA
ELECTION STAFF	
Staff - overtime pay	800
Election Workers	9000
TOTAL EXPENSES	20220 ✓



Kelly G. Helton
Churchill County Clerk/Treasurer

August 1, 2011

Scott F. Giles
Deputy Secretary for Elections
Office of Secretary of State Ross Miller
100 N. Carson Street, Suite #3
Carson City, NV 89701

Dear Scott,

Listed below are the estimated costs of the September 13, 2011 Special Election for which Churchill County will seek reimbursement:

Publications	800.00
Voter Receipts	675.00
Sample Ballots	3,400.00
Binding of Pollbooks	200.00
Supplies	250.00
Absent Ballots/test deck	2,400.00
Absent Ballot postage	150.00
Election Board Workers	8,210.00
Clerk Staff Overtime	1,275.00
(Early Voting/Setup/Election Day)	

Estimated Cost of Special Election \$17,360.00 ✓

If you have any questions, please feel free to contact me.

Sincerely,

Kelly G. Helton
Clerk/Treasurer



Election Department

965 Trade Dr • Ste A • North Las Vegas NV 89030
Voter Registration (702) 455-8883 • Fax (702) 455-2793

Harvard L. Lomax, Registrar of Voters

Donna L. Cardinelli, Assistant Registrar of Voters

August 1, 2011

The Honorable Ross Miller
Secretary of State, State of Nevada
101 North Carson Street, Suite 3
Carson City, NV 89701-4786

Attention: Scott Gilles
Deputy Secretary of State for Elections

Dear Secretary Miller:

In response to your email requesting an updated estimation of the cost to Clark County of conducting the September 13 Congressional District Two special election, our best estimate is that the total cost to the County should not exceed \$50,000. Our current precise estimate is just under \$47,000, but that can easily vary \pm \$3,000 depending upon a multitude of variables.

Sincerely,

A handwritten signature in black ink that reads "Harvard L. Lomax".

Harvard Lomax
Registrar

**CONGRESSIONAL DISTRICT 2
SPECIAL ELECTION
Election Day Poll Voting**

Polling Places: 13

Voter Registration: 33,401

Printing	Quantity	Cost	Total
Sample Ballots	34000	0.12	\$4,080.00
Mail Ballots	1500		\$1,500.00
Voting Receipts	15000	0.1	\$1,500.00
Training materials, forms, rosters,			\$2,000.00
Sample Ballot addressing	34000	\$0.09	\$2,950.00

Postage	Quantity	Cost	Total
Sample ballots	34000	0.18	\$6,120.00
Mail ballots issued	1500	0.78	\$1,170.00
Mail ballots returned	800	0.69	\$552.00

Mail Ballot Supplies \$200.00

Legal Notices \$1,500.00

Polling Place Deliveries \$2,500.00

Phones \$1,000.00
Cellular phone and wireless card service and usage charges for early voting and election day (polling place staff, Dept. staff, on-call voting equipment technicians)

Security/Traffic \$350.00
NLV PD at Election Center
SOA, Inc. security at EV trailer

Election Day:			
Team Leaders/Asst TLs-County	26		\$3,120.00
Polling Place Asst.s	5		\$600.00
Edge Workers	15		\$1,800.00
Clerks	25		\$3,000.00

Temporary Staff			
Elec. Dept. temp. staff (Regular salary)	100		\$1,000.00
Elec. Dept. temp. staff (Overtime salary)	50		\$750.00

Permanent Staff			
Elec. Dept. perm. staff overtime			\$5,000.00
Tech. support overtime (other County depts.) *			\$4,000.00

TOTAL \$44,692.00

DOUGLAS COUNTY ESTIMATES FOR SPECIAL ELECTION COST REIMBURSEMENT:

<u>Specific cost items:</u>	<u>SPECIAL Election</u>	<u>Quantity</u>
Printed Absentee ballots	\$ 465	- # 1500 @ .31/ea.
Ballot Set up	\$ 480	
Secrecy sleeves	\$ 128	- # 1500 @ .085/ea.
Outbound envelopes	\$ 150	- # 1500 @ .10/ea.
Outbound postage	\$ 975	- # 1500 @ .65/ea.
Mailing Service Costs - sprayon 2 envelopes, sort for mailing	\$ 135	- # 1500 @ .09/ea.
Sample Ballots/Instr.-active's/postage only @.125/ea	\$ 3,125	- # 25000
Mailing Service - Standard sample ballot @.134	\$ 3,350	- # 25000
Sample Ballot-State Printing Costs	\$ 1,632	- # 25000
Noticing & Publishing	\$ 1,500	
Inbound envelopes	\$ 270	- # 1500 @ .18/ea.
Returned ballots	\$ 660	- # 1500 @ .44/ea.
Early Vote Workers @ \$125/day*4*11days	\$ 5,500	
Team Leaders @ \$125/day @ 32	\$ 4,000	
Delivery Van- EV	\$ 800	
Deputies at polls	\$ 6,600	
Election Workers+training @ \$110/day #80	\$ 8,800	
Counting Board - 7 @ 4 days vs 2 @ \$150	\$ 1,250	
Carson Valley Movers	\$ 900	
Machine Delivery - team of 6 @ \$125/day	\$ 750	
Accuracy Board - 3 @ \$150/cycle	\$ 450	
VVPat rolls @ \$3	\$ 540	
	<hr/>	
	\$ 42,460	

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PACKING SLIP# 31531


DATE: 7/18/2011
 PO NO. SPP 086794

DELIVERY NOTICE

JOB NO. 37952

SHIP VIA:	Parcels <input type="checkbox"/>
	Other <input type="checkbox"/>
ESTIMATED VALUE	Boxes <input type="checkbox"/>
INSTRUCTIONS: <u>SPP 086794</u>	

Ship To: LARRY WECKERLE, DOUG.
 DC P/U 250 @ SPO
 24,750 TO EMS
 ATTN: LARRY WECKERLE, DO

DESCRIPTION	ORDERED	NO. OF Pkgs.	QUANT. PER Pkgs.	SHIPPED
JOB NO. 37952				
SPECIAL ELECTION BALLOTS for DOUGLAS COUNTY	25,000	1	25,000	25,000
LARRY WECKERLE, DOUG. SAMPLES		250	1	250
 cost \$1,632.41				
TIME SHIPPED	SHIPPER	RECEIVER	TIME DELIVERED	

customer copy

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90 West Poplar Avenue, Porterville, CA 93257
Phone 559 719-2136
Fax 559 719-2111

JULY 2011

ATTACHMENT TO INVOICE - COST BREAKDOWN

JOB NO. 138901

BILL TO: DOUGLAS COUNTY, NV
ATTN: COUNTY CLERK

**SPECIAL ELECTION
SEPT 13, 2011**

OFFICIAL OPTECH BALLOTS	JOB	\$	945.00
1 Machine Setup	@ \$400.00 /Lot	\$400.00	
1 Digital Print / per Image	@ \$80.00 /ea BT	\$80.00	
1,500 Printing Official Ballots -2 Column-AV's	@ \$310.00 /M	\$465.00	
		SUBTOTAL \$	945.00

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ELKO COUNTY CLERK

550 Court Street, 3rd Floor • Elko, Nevada 89801-3518
775-753-4600 • fax 775-753-4610

ELKO COUNTY CLERK
Carol Fosmo
cfosmo@elkocountynv.net

CHIEF DEPUTY CLERK
Kris Jakeman
kjakeman@elkocountynv.net

JURY COMMISSIONER
Ida Wand
iwand@elkocountynv.net

TO: Scott Gilles and Ryan High
FROM: Carol Fosmo
DATE: 8/03/11
SUBJECT: Elko County Special Election Cost Estimate

Good Morning! I am providing the requested estimate of costs for the Special Election as follows:

Election workers for early voting, ballot prep, pre-lat testing and Election Day:	\$11,150.00
Snacks/Lunches for boards and Election Day workers (catering only allowed for the facility used)	\$ 1,000.00
Postage for absentee/mailling precincts:	\$ 1,700.00
Envelopes for absentee/mailling precincts:	\$ 950.00
Pro-Vote Solutions – ballots	\$1,511.98
State Printers – sample ballots	\$ 1,027.84
English Mailing – sample ballots	\$ 1,850.00
Elko Daily Free Press – publications	\$ 650.00
Misc costs: poll rosters, labels, paper, printer cartridges, etc.	\$ 1,000.00
Dominion – Paid for by State	
Total Estimate:	\$20,839.82

This is the best estimate that I have at this time based on the information I have received and reviewing the costs for the 2010 General Election. Please let me know if you see anything that is missing and that this estimate is acceptable.

Thanks,
Carol



OFFICE OF CLERK & TREASURER ESMERALDA COUNTY, NEVADA

Office of the
Secretary of State
[Signature]
Ross Miller
Elections Division

LaCinda Elgan
Clerk & Treasurer
Phone: (775) 485-6309

Post Office Box 547
Goldfield, Nevada 89013-0547
FAX: (775) 485-6376

KRut
06/30/11

ESMERALDA COUNTY County wide mail in ballots compared to Regular election

Regular Election with polls and Early Voting

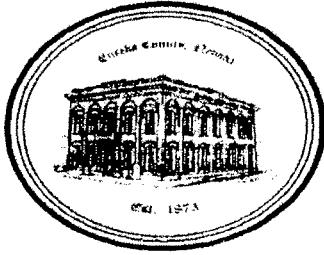
Poll Workers	2,203.82
Gross wages, FICA/Medicare	
E.V. additional payroll costs	200.00
Overtime for my staff	400.00
Ballots for Mail in Precincts and absentee requests Includes one time set up fee	594.00
postage for above ballots sending and receiving	173.88
Total for Regular Election	<u>\$ 3,571.70</u>

Mail in Ballots County Wide

as of 6/29/11 registered voter totals includes set-up fees plus extra ballots	680.00
postage	608.04
possible Overtime for staff	200.00
total for Mail in Ballots	<u>\$ 1,488.04</u>

Savings to Esmeralda County **\$ 2,083.66**

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Office of
Eureka County Clerk & Treasurer
Jackie Berg, Clerk & Treasurer

Eureka County Courthouse
PO Box 677, 10 South Main Street
Eureka, Nevada 89316

Phone: (775) 237-5262
Fax: (775) 237-6015
www.co.eureka.nv.us

TO: Nevada Secretary of State
FROM: Jackie Berg
DATE: August 3, 2011
RE: 2011 Special Election Cost Estimate

Sample Ballots – Printing (in-house)	\$58.50
Sample Ballots – Postage	\$381.63
Ballots – Printing	\$975.70
Ballots – Postage	\$352.00
Newspaper Publications	\$493.50
Pollworkers/Counting Board	\$1,260.00
Staff Overtime	\$480.00
Supplies	\$75.00
<hr/>	
<i>Total</i>	<i>\$4,076.33 ✓</i>

Tami Rae Spero
County Clerk

Laura D. LeComber
Deputy

Dolores Shieck
Deputy

Humboldt County Clerk

Humboldt County Courthouse

Jody Clark
Deputy

Carrie Strick
Deputy

Anita Paquette
Judge of Court

July 29, 2011

Ross Miller
Nevada Secretary of State
Elections Division
101 N. Carson St., Ste. 3
Carson City, NV 89701

Re: Estimate for cost of upcoming September 13, 2011 - Special Election

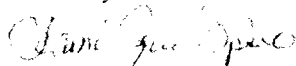
Secretary Miller:

Below please find the estimated costs for Humboldt County for the upcoming special election to be held on September 13, 2011. Please note that certain amounts are truly estimates as the actual costs has not yet been established.

Publications -	\$1,953.60 (estimate as the cost for publication of Notice of Early Voting has not yet been prepared by the local paper)
Sample Ballots -	\$518.21
Postage/Sample-	\$460.00 (amount pre-paid to mailing service any additional cost will be billed following the actual mailing)
Pro-Vote Ballots -	\$914.70
Ballot instructions -	\$147.35
Out-going postage -	\$283.80 (estimate based on number of requests received & prior elections)
Return postage -	\$192.10 (see above)
Pollworkers -	\$3,960.00 (sites in Winnemucca, Oroveda, Paradise Valley, absentee/mailling ballots and count board)
Overtime for staff -	\$1695.87 (estimate based on coverage for close of registration, early voting and election day)
Estimated total -	\$10,125.63

Thank you for your efforts in obtaining a reimbursement for the costs associated with this process. Should you have any questions you may contact me at (775) 623-6343 or by e-mail at coclerk@hcnv.us.

Sincerely,


Tami Rae Spero
Humboldt County Clerk

50 W. 7th Street - Rm 207
Winnemucca, NV 89415

Telephone: 775-623-6343
Fax: 775-623-6309

Lander County Clerk
315 S. Humboldt Street
Battle Mountain, NV 89820

August 3, 2011

Ross Miller
Nevada Secretary of State
Elections Division
101 N. Carson St., Ste. 3
Carson City, NV 89701

Re: Estimate for cost of upcoming September 13, 2011 – Special Election

Secretary Miller:

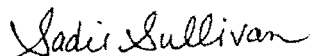
Below please find the estimated costs for Lander County for the upcoming special election to be held on September 13, 2011. Please note that the amounts are truly estimates as the actual costs have not yet been established.

Publications - \$1,320.00
Sample Ballots - \$317.16
Postage/Sample - \$320.00
Pro-Vote Ballots - \$1,723.77
Ballot instructions - \$123.84
Pollworkers - \$2,148.50
Overtime for staff - \$337.68

Estimated total - \$ 6,290.95

Thank you for your efforts in obtaining a reimbursement for the costs associated with this process. Should you have any question you may contact me at (775) 635 5738 or e-mail at landercountyclerk@gmail.com.

Sincerely,



Sadie Sullivan
Lander County Clerk

LINCOLN COUNTY 2011 SPECIAL ELECTION ESTIMATE	
Absentee/Overseas Envelopes	\$350.00
Test Deck/Duplicate ballots	\$83.70
Sample Ballots	\$392.00
Absentee Ballots	\$975.00
Absentee Postage	\$1,000.00
Mailing Service	\$500.00
Publications	\$2,000
Total Estimated Cost	\$5,300.70

Ryan High

From: Nikki Bryan [nbryan@lyon-county.org]
Sent: Wednesday, August 03, 2011 4:19 PM
To: Ryan High
Subject: cost estimate

Here are the estimates (it could be more or less):

Absent / Mail Precinct Ballots	\$ 1,500.00
Sample Ballots	\$ 2,000.00
Postage	\$ 3,000.00
Publications	\$ 2,000.00
Supplies	\$ 3,000.00
Election Staff	<u>\$20,000.00</u>
Total	\$30,000.00

Let me know if you need anything else. Thanks!

Nikki Bryan
Lyon County Clerk/Treasurer
27 S. Main Street
Yerington, NV 89447
nbryan@lyon-county.org
(775) 463-6501 or (775) 577-5033
FAX (775) 463-5305

Ryan High

From: Ryan High
Sent: Thursday, August 04, 2011 8:42 AM
To: Ryan High
Subject: FW: Min. Co. 2011 Spec. Election Cost Estimate

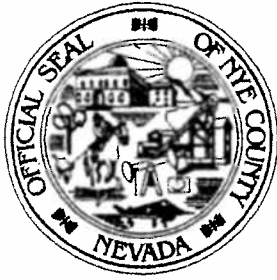
Importance: High

From: Cherrie George [mailto:clerk-treasurer@mineralcountynv.org]
Sent: Monday, August 01, 2011 9:48 AM
To: Scott F. Gilles
Cc: Ryan High
Subject: Min. Co. 2011 Spec. Election Cost Estimate
Importance: High

Scott,

Following is a best guess estimate for Mineral County 2011 Special Election costs:

Sample ballots	\$419
Official ballots & test decks	\$1,200
Postage (official ballots)	\$740
Postage (sample ballots)	\$400
Publications	\$2,500
Poll workers	\$4,000
Staff overtime (Early Voting)	\$500
Misc. services & supplies	\$500
	<hr/>
	\$10,259



OFFICE OF THE NYE COUNTY CLERK

SANDRA L. MERLINO

Nye County Courthouse

P.O. Box 1031

101 Radar Road

Tonopah, Nevada 89049

Phone: (775)482-8127

Fax: (775)482-8133

Pahrump: (775)751-7040

July 29, 2011

Honorable Ross Miller
Secretary of State
Elections Division
101 N. Carson Street, No. 3
Carson City, Nevada 89701-4786

RE: September 13, 2011 Special Election Costs

Mr. Miller,

Per the e-mail sent by Scott Gilles on Thursday, July 28, 2011, I have outlined Nye County's expected costs for the Special Election below:

Printing of Ballots	1,132.07
Absent Ballot Postage	1,000.00
Absent Ballot Labels	27.76
Printing of Sample Ballots	1,443.47
Sample Ballot Postage	3,050.00
U-Haul Rental/Fuel	600.00
B&G Personnel	600.00
Polling Place Rental	500.00
Election Workers	9,415.00
Publications	1,500.00
Receipts	1,000.00
VVPat Paper	700.00
Early Voting Dymo Labels	220.00
Hourly Posting/List Paper	450.00
Poll Book Covers	<u>42.79</u>
Total	21,681.09 ✓

We changed some things that resulted in cost savings for this election. I lost two polling places in Pahrump, so rented a large facility for all Pahrump precincts instead. This resulted in less election workers and a cost savings of around \$2,100.00.

Due to a lack of Clerk staff, we also cut four days of early voting at our temporary site. This resulted in a cost savings of approximately \$780.00.

Another cost savings was a result of printing ballots by ballot style instead of by precinct which we do for every other election. My staff writes in the precinct number on every ballot issued. This saved \$2,640.00.

My original estimate included staff overtime which would be around \$2,000.00, so that is not included in the total cost.

Sincerely,

Sandra L. Merlino
Nye County Clerk

Ryan High

From: Lacey Donaldson [ldonaldson@pershingcounty.net]
Sent: Friday, July 29, 2011 2:41 PM
To: Scott F. Gilles
Cc: Ryan High
Subject: RE: Emergency Regulation - Updated Estimates

Scott & Ryan –

I originally submitted an estimate of \$5,000. Here is a more item specific estimate.

Absent / Mail Precinct Ballots	\$725.00
Sample Ballots	\$367.00
Postage	\$700.00
Publications	\$400.00
Supplies	\$100.00
Election Staff	<u>\$3,000.00</u>
	\$5,292.00 ✓

Thanks,

Lacey Donaldson
Pershing County Clerk-Treasurer
398 Main St., P.O. Box 820
Lovelock, NV 89419
775-273-2208

From: Scott F. Gilles [mailto:sgilles@sos.nv.gov]
Sent: Thursday, July 28, 2011 4:57 PM
To: 'Lacey Donaldson'; Ryan High
Subject: RE: Emergency Regulation - Updated Estimates

Lacey:

We have not prescribed a form and have no required format. Per the Emergency Reg, the estimate due by August 1 needs to be a "good faith estimate" and subsection 4 prevents us from a reimbursement above 15% of your original estimate unless verified with us in advance. A lump sum estimate number is not what we are expecting from the counties, and we would prefer to receive estimates broken down into specific line items. However, we are not dictating the format of the estimate. We will prescribe a form for the actual reimbursement request post election.

Hope that answers your question.

- Scott Gilles

From: Lacey Donaldson [mailto:ldonaldson@pershingcounty.net]
Sent: Thursday, July 28, 2011 4:46 PM
To: Scott F. Gilles; Ryan High
Subject: RE: Emergency Regulation - Updated Estimates

Scott or Ryan,

I submitted an estimate, but do you need that broken out more specifically?

Lacey Donaldson
Pershing County Clerk-Treasurer
398 Main St., P.O. Box 820
Lovelock, NV 89419



STOREY COUNTY CLERK-TREASURER
VANESSA DUFRESNE

July 28, 2011

Office of Secretary of State Ross Miller
100 North Carson Street, Suite #3
Carson City, NV 89701

RE: Reimbursement of the cost and expenses of the 2011 Special Election

Dear Secretary Miller,

Pursuant to Section 3(3) of the Emergency Regulation approved July 20, 2011, please find below the good faith written estimate of cost for the 2011 Special Election to be held in Storey County.

Publications	\$480.00
Optech Ballots	\$590.00
Sample Ballots	\$400.00
Overtime	\$990.00
Sample Ballot Postage	\$205.00
Mail/Absentee Postage	\$175.00
Poll Worker Pay	\$3,200.00
Supplies	\$1,200.00
	<u>\$7,240.00</u>

Should you have any further questions please do not hesitate to contact this office.

Sincerely,

Handwritten signature of Vanessa DuFresne in black ink.

Vanessa DuFresne
Clerk & Treasurer
Storey County, Nevada

Cc: Scott Gilles, Deputy Secretary for Elections *via email*
Ryan High, HAVA Administrator *via email*

Washoe County
Costs Estimates for Special Election 9/13/11

<u>Cost</u>	<u>Amount</u>	<u>Description</u>
Election Day Poll Workers	\$55,000	452 Election Day Poll Workers
Early Voting Workers	\$50,000	55 Early Voting Workers
Absent Ballots (K&H)	\$35,000	Absent Ballot Printing and Processing
Temp Hires	\$25,000	2 Front Counter, 3 ABs 5 Pre-LAT and Warehouse and 7 Election Day
Systems/Supplies Deilvery	\$25,400	Sierra Moving Supplies and Systems Deliveries to Polling Places and Early Voting sites
Postage	\$38,000	Sample Ballots and ABs
Mailing House Services (JLH)	\$17,000	Folding, Addressing, Tabing Sample Ballots (225,000)
Overtime FT Staff	\$12,000	Close of Registration, Early Voting Systems Support Labor Day (E.V.) and Election Day (etc.)
Reprographics (Sample Ballots)	\$5,000	Printing of 225,000
Miscellaneous (Supplies)	\$10,000	Batteries, Printing of Training Materials E.V. and Polling Place Supplies Copy costs etc. Repairs/Repalcement
We have deleted costs for Election Day Support from Dominion as this now seems to be a covered in SOS contract		
TOTAL	272,400 ✓	

2011 SPECIAL ELECTION COST ESTIMATE
WHITE PINE COUNTY

PRINTING:

Envelopes:	675.00
Outgoing mail	
Signature	
Secrecy	
Voter Receipts	275.00
Sample Ballots	500.00
Absentee Ballots	870.00

POSTAGE:

Military Out/In	34.00
Absentee/Mail In Out/In	1,560.00
Sample Ballots Out	1,175.00

LEGAL NOTICES:

Notice of Election	450.00
Close of Registration	450.00
List of Registered Voters	35.00
Notice of Early Voting	330.00

SUPPLIES:

Voting Paper Rolls	150.00
Printer Sleeves	45.00
Seals	180.00

ELECTION STAFF:

Staff Overtime	850.00
Early Voting Workers	500.00
Election Day Workers	2,885.00
Other Boards (Counting)	480.00
Pre-Lat	300.00
Training	<u>280.00</u>

TOTAL ESTIMATE 12,024.00

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 081

Department: Administration

Division (if applicable): Internal Audits

Appointing authority: Bill Chisel

Agency contact (name, phone and e-mail): Steve Weinberger, (775) 687-0130, Sweinberger@iaudits.nv.gov

1. Reason/purpose for requested change:

To create a statewide requirement to ensure employees using their personal vehicle are only compensated for any miles driven in excess of their normal commute. A statewide policy is needed as agencies were found to have poor business practices when reimbursing employees for mileage as follows:

- An LCB audit of the Division of Financial Institutions issued on November 5, 2009 noted that employees were allowed to claim all mileage when traveling from home to a licensee's business even when the miles driven was less than the employee's normal commute. Normal commute is defined as the distance between the employee's home and their official duty station.
- The Division of Internal Audits was informed of an employee who lives in Reno claiming mileage when traveling from her home to the Reno Airport even when her official duty station is in Carson.

The following examples illustrate proper calculations of compensable mileage:

- An employee lives in Reno and commutes 60 miles per day (30 miles to work and 30 miles back home) to his office in Carson. On Monday he travels 15 miles from his home to the Reno Airport and later that night drives 15 miles back home from the airport. This employee should not be eligible for mileage reimbursement as he actually drove fewer miles on Monday than he would have if he commuted to his office in Carson.
- An employee lives in Dayton and commutes 30 miles per day (15 miles to work and 15 miles back home) to his office in Carson. On Monday he travels 45 miles from his home to the Reno Airport and later that night drives 45 miles back home from the airport. This employee should be reimbursed for 60 miles as he drove 90 on Monday but drives 30 miles when he commutes to his office in Carson

- Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).

0212 Travel Status - In-State

- An employee using his own personal vehicle will be compensated for any miles driven in excess of their normal commute. An employee's normal commute is the roundtrip mileage between the employee's residence and their official duty station.**
- Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

The State will benefit as agencies will have a consistent policy to ensure employees using their own personal vehicle are only compensated for any miles driven in excess of their normal commute.
- Will recommended change have a fiscal impact (if yes, explain):

This will create potential cost savings to the State by creating a uniform mileage policy that ensures employees are not over-compensated for travel.
- Proposed effective date:
BOE approval date

BOARD OF EXAMINERS APPROVAL DATE: _____

(for BOE use only)

0212 Travel Status - In-State

People in travel status shall receive reimbursement at a rate comparable to the rates established by the [US General Services Administration](#) (GSA) for the State of Nevada. Maximum per diem reimbursement rates for Nevada's lodging, meals and incidental expenses are established by city/county and vary by season. Receipts are required for all lodging expenses except in cases where an employee requests the standard (non-surveyed) Continental United States (CONUS) federal per diem rate, or less. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance. Receipts are not required for the M&IE allowance. Pursuant to SAM 0206 the hours and conditions to which employees are allowed to claim meals should be included within each agency's travel policy. State employees are directed to the GSA's website <http://gsa.gov> and the link "Per Diem Rates" for the most current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees are to deduct meals furnished to them during a conference or meeting from their reimbursement request in accordance with the rates within the GSA breakdown for the breakfast, lunch and dinner components. The M&IE rates vary by season, for guidance on deducting these amounts employees should refer to the "Meals and Incidental Expense Breakdown" link on the GSA website.

1. Upon approval of the agency head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:
 1. Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
 2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.

If the condition(s) above exist, agencies may apply the following rules to the rate of reimbursement for in-state travel:

- o 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites.
2. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, shuttle, etc.). Receipts are required.

3. Other miscellaneous reimbursable business related expenses are: use of Internet services, computers, printers, faxing machines, and scanners; conference room rentals, official telephone calls/service. Receipts are required.
4. Employees will be reimbursed for laundry cleaning/pressing services if the employee's official business related hotel stay is four consecutive nights or longer. Receipts are required.
5. An employee using his own personal vehicle for the State's convenience will be reimbursed at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Department of Administration, Budget Division shall issue an All-Agency Memorandum periodically reflecting the current rate in effect at that time.
6. An employee using his own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.
7. An employee using his own personal vehicle will be compensated for any miles driven in excess of their normal commute. An employee's normal commute is the roundtrip mileage between the employee's residence and their official duty station.

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 1340

Department: Administration

Division (if applicable): Budget & Planning Division

Appointing authority: Jeff Mohlenkamp

Agency contact (name, phone and e-mail):

Lee-Ann Easton

(775)684-0225

leaston@budget.state.nv.us

Chapter 2600 - Claims

1. Reason/purpose for requested change:

To ensure agencies do not pay state expenditures out of a Reserve category.

2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).

2607 – Reserve Category

No state claim shall be paid directly from a Reserve category without the prior written approval of the Department of Administration, Budget Division.

3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

This addition will make agencies aware that they cannot pay state expenditures directly out of a Reserve category. It is necessary to state this in SAM for agencies to reference and provide consistency within the state accounting system.

4. Will recommended change have a fiscal impact (if yes, explain):

No. It will simply affect consistent accounting practice across state agencies.

5. Proposed effective date:

The effective date to place in SAM would be upon approval of the Board at the August 15th BOE meeting.

BOARD OF EXAMINERS APPROVAL DATE: _____

(for BOE use only)

STATEWIDE LEASE INFORMATION

1. Agency: Department of Health and Human Services
 Southern Nevada Adult Mental Health
 6161 West Charleston Boulevard
 Las Vegas, Nevada 89146
 Telephone: (702) 486-4252; Fax: (702) 486-6248
 contact: Paul Ripple, (702) 486-6099

2. Name of Lessor: DRAPS-AZ, LLC
 contact: Mr. Jody Allgood: (702) 204-4045; Fax: (702) 365-8817
 jallgood@ymail.com

3. Address of Lessor: 6175 Spring Mountain Road #3B
 Las Vegas, Nevada 89146

4. Address of Lease property: 720 South 7th Street
 Las Vegas, Nevada 89101-6932

a. Square Footage: 12,138 rentable square feet

b. Cost:

cost per month	# of months in time frame		time frame	Approximate cost per square foot
\$ 26,521.53	11	\$291,736.83	March 1, 2010 - January 31, 2011	\$2.185
\$27,317.18	1	\$27,317.18	February 1, 2011 - February 28, 2011	\$2.250
\$0.00	1	\$0.00	MARCH 1, 2011 - MARCH 31, 2011	\$0.000
\$27,317.18	10	\$273,171.80	April 1, 2011 - January 31, 2012	\$2.250
\$28,136.70	12	\$337,640.28	February 1, 2012 - January 31, 2013	\$2.318
\$28,980.80	12	\$347,769.48	February 1, 2013 - January 31, 2014	\$2.387
\$29,850.23	8	\$238,801.76	February 1, 2014 - September 30, 2014	\$2.459
		55	\$1,516,437.33	

c. Total Lease Consideration:

d. Rental Adjustments: None

e. Term: Three (3) years, eight (8) months

f. Option to renew: Yes

g. Utilities: LESSOR/TENANT; \$0.20 psf annual cap yr 1, escalating @ 3% per year. Tenant shall pay the overage, if any.

h. Janitorial: LESSOR

i. Major repairs: LESSOR

j. Minor repairs: LESSOR

k. Taxes: LESSOR

l. Comparable Market Rate: \$1.64 - \$2.68

m. Specific termination clause in lease: Breach/Default lack of funding

n. Lease will be paid for by Agency Budget Account Number: 3161

5. Purpose of the lease: An existing lease to house the Department of Health and Human Services, Southern Nevada Adult Mental Health.

6. This lease constitutes:
- An extension of an existing lease
 - An addition to current facilities (requires a remark)
 - A relocation (requires a remark)
 - A new location (requires a remark)
 - Remodeling only
 - Other

a. Estimated moving expenses: n/a Furnishings: n/a Data/Phones: n/a

Remarks: LANDLORD VOLUNTARY RETROACTIVE LEASE RATE REDUCTION. A Savings of \$86,385.67 (\$8,011.08 FY10; \$21,275.47 FY11; \$20,705.26 FY12; \$18,030.92 FY13; \$15,057.87 FY14; and \$3,305.07 FY15). Please note this program required extensive tenant improvements to house this zip code specific satellite Mental Health Clinic. All of the tenant improvement costs were wrapped into and amortized over the course of the lease. No lease extensions were required for the reduction of rent.

RECEIVED

Lease #1

JUL 08 2011

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

STATEWIDE LEASE INFORMATION

For Budget Division Use Only
 Reviewed by: [Signature] 7/11/11
 Reviewed by: _____
 Reviewed by: _____

1. Agency: State of Nevada
 Department of Health and Human Services
 Division of Mental Health and Developmental Services
 Rural Services
 1665 Old Hot Springs Road, Suite 157, Carson City, Nevada 89706
 Barbara Legier, (775) 687-5162 x 289; Eric Skansgaard (775) 687-5162 x 327; Fax: (775) 687-1001

2. Name of Lessor: Nakoma Investments, LLC
 Linda Beekhof, (775) 721-1700
 Fax: (775) 782-6531

3. Address of Lessor: 1480 Hanslope Way
 Gardnerville, Nevada 89410

4. Address of Lease property: 1528 Hwy 395, Suite 100
 Gardnerville, Nevada 89410-7229.

a. Square Footage: 5,280 usable square feet

b. Cost:

cost per month	# of months in time frame		time frame	Approximate cost per square foot
\$7,128.00	12	\$85,536.00	September 1, 2011 - August 31, 2012	\$1.350
\$7,128.00	12	\$85,536.00	September 1, 2012 - August 31, 2013	\$1.350
\$7,392.00	12	\$88,704.00	September 1, 2013 - August 31, 2014	\$1.400
	36	\$259,776.00		

c. Total Lease Consideration:

d. Rental Adjustments: None

e. Term: Three (3) years

f. Option to renew: Yes

g. Utilities: Lessor

h. Janitorial: Lessor

i. Major repairs: Lessor

j. Minor repairs: Lessor

k. Taxes: Lessor

l. Comparable Market Rate: \$1.50 - \$1.75

m. Specific termination clause in lease: Breach/Default lack of funding

n. Lease will be paid for by Agency Budget Account Number: 3648

5. Purpose of the lease: To house the Division of Mental Health and Developmental Services, Rural Services

6. This lease constitutes:
- An extension of an existing lease
 - An addition to current facilities (requires a remark)
 - A relocation (requires a remark)
 - A new location (requires a remark)
 - Remodeling only
 - Other

RECEIVED
 JUL 11 2011
 DEPARTMENT OF ADMINISTRATION
 OFFICE OF THE DIRECTOR
 BUDGET AND PLANNING DIVISION

a. Estimated moving expenses: \$6,764.00 Furnishings: n/a Data/Phones: \$10,800.00

Remarks: RURAL CLINICS is currently at 1538 HWY 395, Unit J, 4,550 square feet. **Paying: \$7,345.00 per month or \$1.61 per square foot per month (includes average monthly costs of utilities and janitorial \$910.00)**; and RURAL REGIONAL is currently at 1532 HWY 395, Unit G, 1,085 square feet. **Paying: \$1,343.58 or \$1.23 per square foot per month (includes average monthly costs of utilities and janitorial \$217.00)** Both agencies are now combined together as RURAL SERVICES under one roof into 5,280 square feet at the rental rate of: **\$1.35 per square foot per month, years 1 and 2; and \$1.40 per square foot per month, year 3.** This is Full Service lease which includes utilities and janitorial.

RECEIVED
 JUL 06 2011 ✓

Lease #2

For Budget Division Use Only	
Reviewed by:	_____
Reviewed by:	_____
Reviewed by:	_____

STATEWIDE LEASE INFORMATION

1. Agency: Department of Health and Human Services
 Division of Welfare and Supportive Services
 1470 College Parkway
 Carson City, Nevada 89706 775-684-0500
 Contact: Don Coston, 775-684-0652

2. Name of Lessor: O'Flaherty Rentals, LLC
 John O'Flaherty: 775-289-2801
 oflahertyph@sbcglobal.net

3. Address of Lessor: 965 Pioche HWY
 Ely, Nevada 89301

4. Address of Lease property: 725 Avenue K
 Ely, Nevada 89301

a. Square Footage:	2,128			
b. Cost:	cost per month	# of months in time frame	time frame	
	\$2,553.60	12	\$30,643.20	June 1, 2010 - May 31, 2011 \$1,200
	\$2,553.60	12	\$30,643.20	June 1, 2011 - May 31, 2012 \$1,200
	\$2,630.21	12	\$31,562.52	June 1, 2012 - May 31, 2013 \$1,236
	\$2,630.21	12	\$31,562.52	June 1, 2013 - May 31, 2014 \$1,236
	\$2,709.12	12	\$32,509.44	June 1, 2014 - May 31, 2015 \$1,273

c. Total Lease Consideration: 60 \$156,920.88

d. Rental Adjustments: None

e. Term: Five (5) years

f. Option to renew: Yes

g. Utilities: Lessor

h. Janitorial: Lessor

i. Major repairs: Lessor

j. Minor repairs: Lessor

k. Taxes: Lessor

l. Comparable Market Rate: \$1.20 - \$1.40

m. Specific termination clause in lease: Breach/Default lack of funding

n. Lease will be paid for by Agency Budget Account Number: 3228, 3233

5. Purpose of the lease: To house the Department of Health and Human Services, Division of Welfare and Supportive Services.

6. This lease constitutes:
- An extension of an existing lease
 - An **Deduction** to current facilities (requires a remark)
 - A relocation (requires a remark)
 - A new location (requires a remark)
 - Other

a. Estimated moving expenses: _____ Furnishings: _____ Data/Phones: _____

Remarks: This Amendment will correct the termination date of each year of this five (5) year lease from July 31 to May 31. No change in rental amounts. All other terms remain the same.

RECEIVED

JUL 08 2011

DEPARTMENT OF ADMINISTRATION
 OFFICE OF THE DIRECTOR
 BUDGET AND PLANNING DIVISION

Lease #3

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12332**

Agency Name: **ATTORNEY GENERAL'S OFFICE**
Agency Code: **030**
Appropriation Unit: **1348-15**
Is budget authority available?: **Yes**
If "No" please explain: Not Applicable

Legal Entity Name: **COLEMAN, GILBERT PHD**
Contractor Name: **COLEMAN, GILBERT PHD**
Address: **ECONOMIC CONSULTANTS INC
40 PINE VIEW CT
RENO, NV 89511**
City/State/Zip: **RENO, NV 89511**
Contact/Phone: null775/852-3259
Vendor No.: T27008552
NV Business ID: NV19961250206

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Insurance Premium Trust Fund

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Expert Witness**

5. Purpose of contract:

This is a new contract to provide continued litigation support, including market and economic feasibility studies and statistical analysis, as well as testimony in regards to the economic analysis in defense of lawsuits against the State of Nevada.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$80,000.00**

Other basis for payment: will be invoiced when services are rendered, per Attachment C

II. JUSTIFICATION

7. What conditions require that this work be done?

Dr. Coleman's expertise in these types of claims, extensive background and experience have greatly assisted the State in these types of claims.

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

Need an outside independent economic expert to provide recommendations and assistance in determining the claims and damages, for which we do not have the staff qualified for this function.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

This vendor was chosen in preference to others due to his expertise in the types of claims and extensive background. Expert Witnesses are specifically excluded in NAC 333.150.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Dr. Coleman has been used previously by the Attorney General's Office and has provided satisfactory services.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dcallens	07/11/2011 10:26:17 AM
Division Approval	clesli1	07/11/2011 13:34:31 PM
Department Approval	clesli1	07/11/2011 15:54:49 PM
Contract Manager Approval	dgrass	07/12/2011 08:42:09 AM
Budget Analyst Approval	csawaya	07/12/2011 10:09:02 AM
Team Lead Approval	jmurph1	07/13/2011 15:06:32 PM
BOE Agenda Approval	jmurph1	07/13/2011 15:06:36 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12329**

Agency Name: ATTORNEY GENERAL'S OFFICE	Legal Entity Name: Casey, Neilon & Associates
Agency Code: 030	Contractor Name: Casey, Neilon & Associates
Appropriation Unit: 1348-15	Address: 503 N. Division Street
Is budget authority available?: Yes	City/State/Zip: Carson City, NV 89703
If "No" please explain: Not Applicable	Contact/Phone: Nicola Neilon 775 283 5555
	Vendor No.: T29010569
	NV Business ID: NV20061293367

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Insurance Premium Trust Fund

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/12/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was not submitted in the necessary time frame to be placed on the July BOE, due to the delay in approvals.

3. Termination Date: **06/30/2013**

Contract term: **1 year and 354 days**

4. Type of contract: **Contract**

Contract description: **Auditing**

5. Purpose of contract:

This is a new contract to complete the annual financial statement audit of the Insurance Premium Trust Fund. The audit incorporates planning, fieldwork, completion and evaluation, and financial statement preparation and review phases. These phases include an evaluation of risk assessment procedures, document review, legal response evaluation, and finalizing financial statements.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$50,000.00**

Payment for services will be made at the rate of \$25,000.00 per fiscal year and not to exceed said amount

Other basis for payment: 44.75% allocated per fiscal year to the Attorney General's office and 55.25% to Department of Administration, Risk Management

II. JUSTIFICATION

7. What conditions require that this work be done?

The annual financial statement audit of the Insurance Premium Trust Fund is included in the Controller's Office Comprehensive Annual Financial Report

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

An outside firm is needed for this audit. State employees do not have the expertise to perform this work.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This vendor was chosen out of 5 auditing firms that were solicited for request for bids. This vendor was the only one to submit a proposal letter.

The other vendors that were solicited were:

Bullis & Company CPA's - Didn't submit bid
Rodney Lampson, CPA - No response
Mayhorn Financial Services, LLC - No response
Freeman & Williams, LLP CPA - Undeliverable email address

d. Last bid date: 05/13/2011 Anticipated re-bid date: 05/13/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

This vendor has been our previous auditing firm and they are also contracted with PEBP's and their services have been very satisfactory to this agency.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dcallens	07/11/2011 10:25:37 AM
Division Approval	clesli1	07/12/2011 08:30:48 AM
Department Approval	clesli1	07/12/2011 08:30:54 AM
Contract Manager Approval	dgrass	07/12/2011 09:57:18 AM
Budget Analyst Approval	csawaya	07/12/2011 09:57:35 AM

Team Lead Approval
BOE Agenda Approval
BOE Final Approval

jmurph1
jmurph1
Pending

07/13/2011 15:33:06 PM
07/13/2011 15:33:11 PM



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
5420 Kietzke Lane, Suite 202
Reno, Nevada 89511

CATHERINE CORTEZ MASTO
Attorney General

KEITH MUNRO
Assistant Attorney General

GREGORY M. SMITH
Chief of Staff

MEMORANDUM

TO: Cathy Gregg, Budget Analyst
FROM: Diane Grass, Program Officer I
DATE: June 17, 2011
RE: Retroactive Independent Contract for Casey, Neilon & Associates

This memo is to advise the Clerk of the Board of Examiners that the Independent Contract for Casey, Neilon & Associates began on July 12, 2011, which is prior to the August Board of Examiners meeting. This contract could not be completed for the July Board of Examiners meeting due to the fact that it took longer than anticipated to get all of the executed documents in order and submitted timely.

We appreciate your consideration in this matter.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12334**

Agency Name: **ATTORNEY GENERAL'S OFFICE**
 Agency Code: **030**
 Appropriation Unit: **1348-15**
 Is budget authority available?: **Yes**
 If "No" please explain: Not Applicable

Legal Entity Name: **RONALD MARK SHANSKY MD**
 Contractor Name: **RONALD MARK SHANSKY MD**
 Address: **1441 N CLEVELAND AVE APT G**
 City/State/Zip: **CHICAGO, IL 60610-1133**
 Contact/Phone: null312/919-9757
 Vendor No.: T29021730
 NV Business ID: NV20111134748

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Insurance Premium Trust Fund

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/12/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was not submitted in time for the July BoE meeting, due to lack of necessary approvals.

3. Termination Date: **06/30/2013**

Contract term: **1 year and 354 days**

4. Type of contract: **Contract**

Contract description: **Expert Witness**

5. Purpose of contract:

This is a new contract to provide compliance services based on a settlement agreement reached between the American Civil Liberties Union (representing inmates of the NDOC in a class action lawsuit) and the State of NV. Dr. Shansky is to be a neutral medical monitor to ensure compliance with the terms of the settlement agreement. In accordance with the settlement agreement plan, Dr. Shansky will conduct inspections of the Ely State Prison facility and submit his reports to both parties.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$80,000.00**

Other basis for payment: will be invoiced when services are rendered

II. JUSTIFICATION

7. What conditions require that this work be done?

Per the settlement agreement and Court Order from United States District Judge Larry R. Hicks Dr. Shansky was named the neutral medical monitor.

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

This is based on a Court Order and none of the staff in our office has this expertise.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

The vendor is specifically named in the Court Order.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Dr. Shansky has been used previously by the Attorney General's Office and has provided satisfactory services.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dcallens	06/17/2011 16:35:12 PM
Division Approval	clesli1	06/17/2011 16:59:42 PM
Department Approval	chowle	06/20/2011 14:15:55 PM
Contract Manager Approval	dgrass	06/20/2011 14:40:27 PM
Budget Analyst Approval	csawaya	07/11/2011 15:51:56 PM
Team Lead Approval	jmurph1	07/13/2011 15:30:28 PM
BOE Agenda Approval	jmurph1	07/13/2011 15:31:02 PM
BOE Final Approval	Pending	



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
5420 Kietzke Lane, Suite 202
Reno, Nevada 89511

CATHERINE CORTEZ MASTO
Attorney General

KEITH MUNRO
Assistant Attorney General

GREGORY M. SMITH
Chief of Staff

MEMORANDUM

TO: Cathy Gregg, Budget Analyst
FROM: Diane Grass, Program Officer I
DATE: June 17, 2011
RE: Retroactive Independent Contract for Dr. Ronald Shansky

This memo is to advise the Clerk of the Board of Examiners that the Independent Contract for Dr. Ronald Shansky began on July 12, 2011, which is prior to the August Board of Examiners meeting. This contract could not be completed for the July Board of Examiners meeting due to the fact that it took longer than anticipated to get all of the executed documents in order and submitted timely.

We appreciate your consideration in this matter.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12438**

Agency Name: SECRETARY OF STATE'S OFFICE	Legal Entity Name: Motor Vehicles, Department of
Agency Code: 040	Contractor Name: Motor Vehicles, Department of
Appropriation Unit: 1051-16	Address: 555 WRIGHT ST
Is budget authority available?: Yes	City/State/Zip: CARSON CITY, NV 89711
If "No" please explain: Not Applicable	Contact/Phone: Heidi Azevedo 775-684-4504
	Vendor No.:
	NV Business ID: N/A

To what State Fiscal Year(s) will the contract be charged? **2012-2016**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

The previous contract for \$150,000.00 which covered 5 years expired June 30, 2011 The original contract expired with a remaining unused balance in excess of \$80,000.00. This is an ongoing service needed by the HAVA program. Alternatives to not approving contract would be that Voter Registration applications would not be accepted and validated by DMV. Remediation for retroactive nature includes diligent monitoring so that new contracts are prepared and approved prior to needed effective date.

3. Termination Date: **06/30/2016**Contract term: **4 years and 335 days**4. Type of contract: **Interlocal Agreement**Contract description: **DMV**

5. Purpose of contract:

This is a new contract, retroactive to July 1, 2011, to cover the next 5 years of interface between the Voter Registration Application and the DMV data base to support the Help America Vote Act (HAVA). DMV will accept and validate records in a batch process against DMV's database. Any records that do not validate against the DMV database will be then processed against the Social Security database for validation. The remaining unvalidated records will be returned to the customer.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$80,000.00**

Other basis for payment: invoiced quarterly per DOIT rates based on actual usage

II. JUSTIFICATION

7. What conditions require that this work be done?

Compliance with The Help America Vote Act (HAVA) requires the Secretary of State's office to meet voting system, statewide voter registration list, provisional voting and voting information requirements.

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

N/A-This work is being conducted by Department of Motor Vehicles which is a Nevada State agency.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Exempt (Per statute)**

c. Why was this contractor chosen in preference to other?

Per NRS 277.180 - which authorizes public agencies to enter into contract for services. DMV has the resources to provide the needed services for HAVA requirements.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

Yes If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

N/A - The contractor is a State Agency

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

Yes If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Previous interlocal agreement between Secretary of State August 8, 2006-June 30, 2011- Satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	pdover	07/07/2011 08:04:52 AM
Division Approval	pdover	07/07/2011 08:04:55 AM
Department Approval	pdover	07/07/2011 08:04:59 AM
Contract Manager Approval	vmccormi	07/07/2011 08:12:39 AM
Budget Analyst Approval	rhage1	07/11/2011 12:04:42 PM
Team Lead Approval	jteska	07/14/2011 12:31:29 PM
BOE Agenda Approval	jteska	07/14/2011 12:31:34 PM
BOE Final Approval	Pending	

ROSS MILLER
Secretary of State

STATE OF NEVADA

SCOTT W. ANDERSON
*Deputy Secretary
for Commercial Recordings*

NICOLE J. LAMBOLEY
Chief Deputy Secretary of State



SCOTT F. GILLES
Deputy Secretary for Elections

ROBERT E. WALSH
*Deputy Secretary
for Southern Nevada*

OFFICE OF THE
SECRETARY OF STATE

KATE L. THOMAS
*Deputy Secretary
for Operations*

TO: Board of Examiners

From: Vicki McCormick, Secretary of State's Office *me*

Date: July 6, 2011

RE: Retroactive Interlocal Contract with Department of Motor Vehicles

Enclosed for consideration is a contract for \$80,000 between Nevada Secretary of State and Nevada Department of Motor Vehicles with a retroactive effective date of July 1, 2011 for a term of 5 years to expire June 30, 2016. We are requesting approval of retroactive date of July 1, 2011. Continuation of services as listed in the Scope of work is necessary for interfacing between the Voter Registration Application and the DMV database for HAVA compliance.

Services provided by Nevada Department of Motor Vehicles for the Help America Vote Act (HAVA) originated in 2006 under an interlocal agreement that stated contract would be in effect until terminated. The contract was amended in 2009 for a total amount of \$150,000.00 with a termination date of June 30, 2011. Charges incurred since the inception of the interlocal contract total \$57,250.34 leaving unused balance of \$92,749.66. Outstanding charges for Fiscal year 2011 which have not yet been processed will be under \$12,000. The new contract was written for \$80,000, the unused portion of the original \$150,000.00

I assumed the responsibilities of Contract Manger approximately 1 year ago and I take full responsibility for failure to confer with Contract Monitor as to the need to renew the contract in a timely manner prior to expiration date. I will be more diligent in the future in monitoring contracts so that they are prepared and approved prior to needed effective date.

Thank you for your consideration.

NEVADA STATE CAPITOL
101 N. Carson Street, SUITE 3
Carson City, Nevada 89701-4786
Telephone: (775) 684-5708
Fax: (775) 684-5725

COMMERCIAL RECORDINGS
MEYER'S ANNEX OFFICE
202 N. Carson Street
Carson City, Nevada 89701-4201
Telephone: (775) 684-5708
Fax: (775) 684-5725

LAS VEGAS OFFICE
555 E. Washington Avenue Ste. 5200
Las Vegas, Nevada 89101-1090
SECURITIES
Telephone: (702) 486-2440
Fax: (702) 486-2452
CORPORATIONS
Telephone: (702) 486-2880
Fax: (702) 486-2888

RENO OFFICE
500 Damonte Ranch Pkwy, Suite 657-A
Reno, Nevada 89521
Telephone: (775) 687-9950
Fax: (775) 853-7961

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12409**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: KFC BUILDING CONCEPTS INC
Agency Code: 082	Contractor Name: KFC BUILDING CONCEPTS INC
Appropriation Unit: 1349-12	Address: 5635 RIGGINS CT STE 20
Is budget authority available?: Yes	City/State/Zip: RENO, NV 89502-6561
If "No" please explain: Not Applicable	Contact/Phone: null775/825-5534
	Vendor No.: T29012071
	NV Business ID: NV20071277668
To what State Fiscal Year(s) will the contract be charged?	2012-2016

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % Building & Grounds building rental income fees
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **09/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **08/31/2015**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **General Contractor**

5. Purpose of contract:

This is a new contract to provide ongoing general contracting services for various State buildings in the Reno and Carson City areas, on an as needed basis and at the request and approval of a Buildings and Grounds designee.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$200,000.00**

Other basis for payment: Regular hourly rates: Laborer \$38.00;Cement Finisher \$50.00;Superintendent \$55.00; Carpenter \$50.00; 420 Cat Backhoe \$70.00; S220 Skid Steer \$46.00; 435 Mini-excavator/Compactor/Material Handler \$110.00; Trash Trailer PER DAY (dump fees not included) \$75.00. Overtime hourly rates: Laborer \$57.00;Cement Finisher \$75.00;Superintendent \$82.50;Carpenter \$75.00;regular work hours 7:30 am to 3:30 pm;overtime rates apply for hours over 40 per week; Holidays at time and a half; materials at cost plus 15%;the above rates include jobsite cleanup and all tools; equipment rates include an operator, fuel, oil and grease

II. JUSTIFICATION

7. What conditions require that this work be done?

General Construction needs and building maintenance for various State buildings.

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

Lack of expertise and manpower.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Per SAM 0338.0 each contractor will be contacted to submit bids on projects. KFC Building Concepts Inc. is a Nevada Public Works Board Contractor. Pursuant to NRS 338.13862, Buildings and Grounds is using a Public Works Board prequalified bidder.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

2007-2011, Buildings & Grounds, service satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	cedward2	07/07/2011 10:52:36 AM
Division Approval	cedward2	07/07/2011 10:52:40 AM
Department Approval	cedward2	07/07/2011 10:52:43 AM
Contract Manager Approval	rday0	07/07/2011 13:17:58 PM
Budget Analyst Approval	jborrowm	07/15/2011 11:16:39 AM
Team Lead Approval	jteska	07/20/2011 16:15:47 PM
BOE Agenda Approval	jteska	07/20/2011 16:15:53 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12451**

Agency Name: **STATE PUBLIC WORKS DIVISION**
Agency Code: **082**
Appropriation Unit: **1559 - All Categories**
Is budget authority available?: **Yes**
If "No" please explain: Not Applicable

Legal Entity Name: **GANTHNER MELBY LLC**
Contractor Name: **GANTHNER MELBY LLC**
Address: **ARCHITECTS & PLANNERS**
5190 NEIL RD STE 231
City/State/Zip: **RENO, NV 89502-8501**
Contact/Phone: null775/829-8814
Vendor No.: T80615120
NV Business ID: NV19981053945

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	X Bonds	81.00 %
Highway Funds	0.00 %	X Other funding	19.00 %

Agency Reference #: 6320

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **PROF SERV AGR**

5. Purpose of contract:

This is a new contract to provide professional/architectural services for the Northern Nevada Correctional Center Americans with Disabilities Act Renovations; SPWD Project No. 09-S02-5; Contract No. 6320.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$17,900.00**

Other basis for payment: Monthly progress payments on services provided.

II. JUSTIFICATION

7. What conditions require that this work be done?

2009 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name? Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)? Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office? Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/13/2011 15:32:00 PM
Division Approval	dgrimm	07/13/2011 15:32:02 PM
Department Approval	dgrimm	07/13/2011 15:32:06 PM
Contract Manager Approval	dgrimm	07/18/2011 16:19:09 PM
Budget Analyst Approval	jrodrig9	07/18/2011 17:26:18 PM
Team Lead Approval	cwatson	07/20/2011 08:51:36 AM
BOE Agenda Approval	cwatson	07/20/2011 08:51:45 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12412**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: AINSWORTH ASSOCIATES
Agency Code: 082	Contractor Name: AINSWORTH ASSOCIATES
Appropriation Unit: All Appropriations	Address: MECHANICAL ENGINEERS
Is budget authority available?: Yes	3741 BUSINESS DR STE 100
If "No" please explain: Not Applicable	City/State/Zip: SACRAMENTO, CA 95820
	Contact/Phone: null916/737-6014
	Vendor No.: T27012245
	NV Business ID: NV19751005285
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring this service

Agency Reference #: **6156**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide mechanical/electrical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6156

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: **Monthly progress payments on services provided.**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 08:02:13 AM
Division Approval	dgrimm	07/07/2011 08:02:17 AM
Department Approval	dgrimm	07/07/2011 08:02:20 AM
Contract Manager Approval	dgrimm	07/07/2011 12:06:43 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:36:49 PM
Team Lead Approval	cwatson	07/18/2011 09:22:48 AM
BOE Agenda Approval	cwatson	07/18/2011 09:22:52 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12436**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: AON FIRE PROTECTION
Agency Code: 082	Contractor Name: AON FIRE PROTECTION
Appropriation Unit: All Appropriations	Address: ENGINEERING CORPORATION
Is budget authority available?: Yes	22995 NETWORK PL
If "No" please explain: Not Applicable	City/State/Zip: CHICAGO, IL 60673-1229
	Contact/Phone: null847/253-7724
	Vendor No.: T29026254A
	NV Business ID: NV19971275922
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6272**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6272

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: **Monthly progress payments on services provided**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 11:56:25 AM
Division Approval	dgrimm	07/07/2011 11:56:27 AM
Department Approval	dgrimm	07/07/2011 11:56:30 AM
Contract Manager Approval	dgrimm	07/07/2011 16:11:06 PM
Budget Analyst Approval	jrodrig9	07/14/2011 10:54:47 AM
Team Lead Approval	cwatson	07/18/2011 09:31:53 AM
BOE Agenda Approval	cwatson	07/18/2011 09:31:58 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12446**Agency Name: **STATE PUBLIC WORKS DIVISION**Agency Code: **082**Appropriation Unit: **All Appropriations**Is budget authority available?: **Yes**If "No" please explain: **Not Applicable**Legal Entity Name: **AON FIRE PROTECTION**Contractor Name: **AON FIRE PROTECTION**Address: **ENGINEERING CORPORATION****5720 SOUTH ARVILLE ST. SUITE 1**City/State/Zip: **LAS VEGAS, NV 89118**Contact/Phone: **null702/257-1320**Vendor No.: **T29026254A**NV Business ID: **NV19971275922**To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds 0.00 % Fees 0.00 %

Federal Funds 0.00 % Bonds 0.00 %

Highway Funds 0.00 % **X** Other funding **100.00 % depends upon the project requiring service**Agency Reference #: **6284**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**Anticipated BOE meeting date **08/2011**Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide accessibility plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6284

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**Other basis for payment: **Monthly progress payments on services provided****II. JUSTIFICATION**

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/08/2011 12:11:16 PM
Division Approval	dgrimm	07/08/2011 12:11:19 PM
Department Approval	dgrimm	07/08/2011 12:11:22 PM
Contract Manager Approval	dgrimm	07/08/2011 15:38:17 PM
Budget Analyst Approval	jrodrig9	07/14/2011 11:06:35 AM
Team Lead Approval	cwatson	07/18/2011 09:35:12 AM
BOE Agenda Approval	cwatson	07/18/2011 09:35:17 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12425**

Agency Name:	STATE PUBLIC WORKS DIVISION	Legal Entity Name:	BAGHERI, MAHNOUSH DBA APEX ENGINEERING
Agency Code:	082	Contractor Name:	BAGHERI, MAHNOUSH DBA APEX ENGINEERING
Appropriation Unit:	All Appropriations	Address:	4790 CAUGHLIN PKWY STE 184
Is budget authority available?:	Yes	City/State/Zip:	RENO, NV 89519-0907
If "No" please explain:	Not Applicable	Contact/Phone:	null775/827-3711
		Vendor No.:	T80969156A
		NV Business ID:	NV20091291112

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: 6046

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retrospective? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide structural plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan Checking services are only paid for as services are rendered. SPWD Contract No. 6046

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: Monthly progress payments on services provided

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 09:34:13 AM
Division Approval	dgrimm	07/07/2011 09:34:15 AM
Department Approval	dgrimm	07/07/2011 09:34:18 AM
Contract Manager Approval	dgrimm	07/07/2011 16:07:51 PM
Budget Analyst Approval	jrodrig9	07/14/2011 09:29:20 AM
Team Lead Approval	cwatson	07/18/2011 09:10:34 AM
BOE Agenda Approval	cwatson	07/18/2011 09:10:40 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12404**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: BUILDING CONTROL SERVICES INC
Agency Code: 082	Contractor Name: BUILDING CONTROL SERVICES INC
Appropriation Unit: All Appropriations	Address: 8521 WHITE FIR ST STE C1A
Is budget authority available?: Yes	City/State/Zip: RENO, NV 89523
If "No" please explain: Not Applicable	Contact/Phone: null775/826-8998
	Vendor No.: T27001755
	NV Business ID: NV20021383335
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring this service

Agency Reference #: 6164

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**
Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Commissioning svcs**

5. Purpose of contract:

This is a new contract to provide third party commissioning services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Commissioning services are only paid for as services are rendered. SPWD Contract No. 6164

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$200,000.00**

Other basis for payment: Monthly progress payments on services provided.

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/06/2011 14:41:58 PM
Division Approval	dgrimm	07/06/2011 14:42:01 PM
Department Approval	dgrimm	07/06/2011 14:42:04 PM
Contract Manager Approval	dgrimm	07/07/2011 12:03:49 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:25:13 PM
Team Lead Approval	cwatson	07/18/2011 09:28:48 AM
BOE Agenda Approval	cwatson	07/18/2011 09:28:53 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12407**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: BUREAU VERITAS NORTH AMERICA
Agency Code: 082	Contractor Name: BUREAU VERITAS NORTH AMERICA INC
Appropriation Unit: All Appropriations	Address: 5750 SUNRISE BLVD. STE. 100
Is budget authority available?: Yes	City/State/Zip: CITRUS H EIGHTS, CA 95610
If "No" please explain: Not Applicable	Contact/Phone: null877/235-0653
	Vendor No.: T80982622
	NV Business ID: NV20061131022
To what State Fiscal Year(s) will the contract be charged? 2012-2013	

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6231**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6231

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: **Monthly progress payments on services provided.**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/06/2011 15:41:42 PM
Division Approval	dgrimm	07/06/2011 15:41:45 PM
Department Approval	dgrimm	07/06/2011 15:41:49 PM
Contract Manager Approval	dgrimm	07/07/2011 12:05:38 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:31:31 PM
Team Lead Approval	cwatson	07/18/2011 09:20:31 AM
BOE Agenda Approval	cwatson	07/18/2011 09:20:35 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12403**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: CR ENGINEERING LTD
Agency Code: 082	Contractor Name: CR ENGINEERING LTD
Appropriation Unit: All Appropriations	Address: CR ENGINEERING
Is budget authority available?: Yes	3595 AIRWAY DR STE 407
If "No" please explain: Not Applicable	City/State/Zip: RENO, NV 89511-1845
	Contact/Phone: null775/826-1919
	Vendor No.: T27008265
	NV Business ID: nV20041355601
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6157**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide mechanical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6157

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: **Monthly progress payments on services provided.**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

[Empty text box]

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/06/2011 14:30:42 PM
Division Approval	dgrimm	07/06/2011 14:30:44 PM
Department Approval	dgrimm	07/06/2011 14:30:47 PM
Contract Manager Approval	dgrimm	07/07/2011 12:03:18 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:22:23 PM
Team Lead Approval	cwatson	07/18/2011 09:27:02 AM
BOE Agenda Approval	cwatson	07/18/2011 09:27:07 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12429**Agency Name: **STATE PUBLIC WORKS DIVISION**Agency Code: **082**Appropriation Unit: **All Appropriations**Is budget authority available?: **Yes**If "No" please explain: **Not Applicable**Legal Entity Name: **GANTHNER MELBY LLC**Contractor Name: **GANTHNER MELBY LLC**Address: **ARCHITECTS & PLANNERS****5190 NEIL RD STE 231**City/State/Zip: **RENO, NV 89502-8501**Contact/Phone: **null775/829-8814**Vendor No.: **T80615120**NV Business ID: **NV19981053945**To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6228**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**Anticipated BOE meeting date **08/2011**Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide accessibility plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6228

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**Other basis for payment: **Monthly progress payments on services provided.****II. JUSTIFICATION**

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on the project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 10:49:19 AM
Division Approval	dgrimm	07/07/2011 10:49:22 AM
Department Approval	dgrimm	07/07/2011 10:49:25 AM
Contract Manager Approval	dgrimm	07/07/2011 16:08:51 PM
Budget Analyst Approval	jrodrig9	07/14/2011 09:47:44 AM
Team Lead Approval	cwatson	07/18/2011 09:15:42 AM
BOE Agenda Approval	cwatson	07/18/2011 09:15:46 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12430**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: GARY GUY WILSON PROFESSNL CORP
Agency Code: 082	Contractor Name: GARY GUY WILSON PROFESSNL CORP
Appropriation Unit: All Appropriations	Address: 4945 W PATRICK LN
Is budget authority available?: Yes	City/State/Zip: LAS VEGAS, NV 89118
If "No" please explain: Not Applicable	Contact/Phone: null702/876-0668
	Vendor No.: T81107521
	NV Business ID: NV19741002629

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6230**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**Anticipated BOE meeting date **08/2011**Retrospective? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide accessibility plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6230

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**Other basis for payment: **monthly progress payments on services provided****II. JUSTIFICATION**

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 11:19:35 AM
Division Approval	dgrimm	07/07/2011 11:19:38 AM
Department Approval	dgrimm	07/07/2011 11:19:40 AM
Contract Manager Approval	dgrimm	07/07/2011 16:09:25 PM
Budget Analyst Approval	jrodrig9	07/14/2011 10:16:58 AM
Team Lead Approval	cwatson	07/18/2011 09:14:12 AM
BOE Agenda Approval	cwatson	07/18/2011 09:14:17 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12435**

Agency Name:	STATE PUBLIC WORKS DIVISION	Legal Entity Name:	GARY GUY WILSON PROFESSNL CORP
Agency Code:	082	Contractor Name:	GARY GUY WILSON PROFESSNL CORP
Appropriation Unit:	All Appropriations	Address:	4945 W PATRICK LN
Is budget authority available?:	Yes	City/State/Zip:	LAS VEGAS, NV 89118
If "No" please explain:	Not Applicable	Contact/Phone:	null702/876-0668
		Vendor No.:	T81107521
		NV Business ID:	NV19741002629

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: 6233

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retrospective? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6233

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: Monthly progress payments on services provided.

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 11:50:16 AM
Division Approval	dgrimm	07/07/2011 11:50:19 AM
Department Approval	dgrimm	07/07/2011 11:50:21 AM
Contract Manager Approval	dgrimm	07/07/2011 16:10:33 PM
Budget Analyst Approval	jrodrig9	07/14/2011 10:29:13 AM
Team Lead Approval	cwatson	07/18/2011 09:09:19 AM
BOE Agenda Approval	cwatson	07/18/2011 09:09:24 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12444**

Agency Name:	STATE PUBLIC WORKS DIVISION	Legal Entity Name:	INTERWEST CONSULTING GROUP INC
Agency Code:	082	Contractor Name:	INTERWEST CONSULTING GROUP INC
Appropriation Unit:	All Appropriations	Address:	1076 LINCOLN PL
Is budget authority available?:	Yes	City/State/Zip:	BOULDER, CO 80302-7236
If "No" please explain:	Not Applicable	Contact/Phone:	null303/444-0524
		Vendor No.:	T32000835
		NV Business ID:	NV20071166199

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: 6234

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6234

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: Monthly progress payments on services provided

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 14:47:15 PM
Division Approval	dgrimm	07/07/2011 14:47:17 PM
Department Approval	dgrimm	07/07/2011 14:47:20 PM
Contract Manager Approval	dgrimm	07/07/2011 16:12:02 PM
Budget Analyst Approval	jrodrig9	07/14/2011 14:17:20 PM
Team Lead Approval	cwatson	07/18/2011 09:37:40 AM
BOE Agenda Approval	cwatson	07/18/2011 09:37:45 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12414**Agency Name: **STATE PUBLIC WORKS DIVISION**Agency Code: **082**Appropriation Unit: **All Appropriations**Is budget authority available?: **Yes**If "No" please explain: **Not Applicable**Legal Entity Name: **JBA CONSULTING ENGINEERS INC**Contractor Name: **JBA CONSULTING ENGINEERS INC**Address: **5155 W PATRICK LN STE 100**City/State/Zip: **LAS VEGAS, NV 89118-2828**Contact/Phone: **null702/362-9200**Vendor No.: **T80928382**NV Business ID: **NV20091413391**To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6155**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**Anticipated BOE meeting date **08/2011**Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide mechanical/electrical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6155

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**Other basis for payment: **Monthly progress payments on services provided.****II. JUSTIFICATION**

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 09:19:55 AM
Division Approval	dgrimm	07/07/2011 09:19:57 AM
Department Approval	dgrimm	07/07/2011 09:20:00 AM
Contract Manager Approval	dgrimm	07/07/2011 12:09:37 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:41:29 PM
Team Lead Approval	cwatson	07/18/2011 09:25:44 AM
BOE Agenda Approval	cwatson	07/18/2011 09:25:49 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12413**Agency Name: **STATE PUBLIC WORKS DIVISION**Agency Code: **082**Appropriation Unit: **All Appropriations**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: **MELROY ENGINEERING, INC. DBA MSA ENGINEERING CONSULTANTS**Contractor Name: **MELROY ENGINEERING, INC. DBA MSA ENGINEERING CONSULTANTS**Address: **7115 AMIGO ST STE 110**City/State/Zip: **LAS VEGAS, NV 89119**Contact/Phone: **null702/896-1133**Vendor No.: **T27003716**NV Business ID: **NV19971093631**To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6161**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**Anticipated BOE meeting date **08/2011**Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide electrical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6161

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: Monthly progress payments on services provided

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 09:19:14 AM
Division Approval	dgrimm	07/07/2011 09:19:17 AM
Department Approval	dgrimm	07/07/2011 09:19:19 AM
Contract Manager Approval	dgrimm	07/07/2011 12:09:10 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:39:34 PM
Team Lead Approval	cwatson	07/18/2011 09:24:08 AM
BOE Agenda Approval	cwatson	07/18/2011 09:24:13 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12415**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: PETERSON, DANIEL B
Agency Code: 082	Contractor Name: PETERSON, DANIEL B
Appropriation Unit: All Budget Accounts - Category 00	Address: PO BOX 13273
Is budget authority available?: Yes	City/State/Zip: RENO, NV 89507
If "No" please explain: Not Applicable	Contact/Phone: null775-787-8948
	Vendor No.: T81106715
	NV Business ID: NV19841013878
To what State Fiscal Year(s) will the contract be charged? 2012-2013	
What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.	
General Funds 0.00 %	Fees 0.00 %
Federal Funds 0.00 %	Bonds 0.00 %
Highway Funds 0.00 %	X Other funding 100.00 % Depends upon the project requiring service
Agency Reference #: 6159	

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide mechanical plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6159

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: **Monthly progress payments on services provided**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 09:27:43 AM
Division Approval	dgrimm	07/07/2011 09:27:45 AM
Department Approval	dgrimm	07/18/2011 16:24:50 PM
Contract Manager Approval	dgrimm	07/18/2011 16:24:54 PM
Budget Analyst Approval	jrodrig9	07/18/2011 17:07:53 PM
Team Lead Approval	cwatson	07/20/2011 08:55:34 AM
BOE Agenda Approval	cwatson	07/20/2011 08:55:41 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12427**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: PLAN CHECK ASSOCIATES INC
Agency Code: 082	Contractor Name: PLAN CHECK ASSOCIATES INC
Appropriation Unit: All Appropriations	Address: PC ASSOCIATES
Is budget authority available?: Yes	3419 E CHAPMAN AVE # 480
If "No" please explain: Not Applicable	City/State/Zip: ORANGE, CA 92869-3812
	Contact/Phone: null714/730-0933
	Vendor No.: T29005352
	NV Business ID: NV20051421893

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6235**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6235

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: **Monthly progress payments on services provided.**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 09:41:11 AM
Division Approval	dgrimm	07/07/2011 09:41:14 AM
Department Approval	dgrimm	07/07/2011 09:41:17 AM
Contract Manager Approval	dgrimm	07/07/2011 16:08:24 PM
Budget Analyst Approval	jrodrig9	07/14/2011 09:33:10 AM
Team Lead Approval	cwatson	07/18/2011 09:12:56 AM
BOE Agenda Approval	cwatson	07/18/2011 09:13:01 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12442**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: PRECISION INSPECTION COMPANY
Agency Code: 082	Contractor Name: PRECISION INSPECTION COMPANY
Appropriation Unit: All Appropriations	Address: 1247 MAIN ST
Is budget authority available?: Yes	City/State/Zip: NEWMAN, CA 95360
If "No" please explain: Not Applicable	Contact/Phone: null209/862-9511
	Vendor No.: T27009757
	NV Business ID: NV20011464017
To what State Fiscal Year(s) will the contract be charged? 2012-2013	

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: 6236

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract no. 6236

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: Monthly progress payments on services provided

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 13:59:24 PM
Division Approval	dgrimm	07/07/2011 13:59:27 PM
Department Approval	dgrimm	07/07/2011 13:59:29 PM
Contract Manager Approval	dgrimm	07/07/2011 16:11:33 PM
Budget Analyst Approval	jrodrig9	07/14/2011 10:58:17 AM
Team Lead Approval	cwatson	07/18/2011 09:33:34 AM
BOE Agenda Approval	cwatson	07/18/2011 09:33:39 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12406**

Agency Name:	STATE PUBLIC WORKS DIVISION	Legal Entity Name:	R2H ENGINEERING INC
Agency Code:	082	Contractor Name:	R2H ENGINEERING INC
Appropriation Unit:	All Appropriations	Address:	840 GRIER DR STE 320
Is budget authority available?:	Yes	City/State/Zip:	LAS VEGAS, NV 89119
If "No" please explain:	Not Applicable		

To what State Fiscal Year(s) will the contract be charged?	2012-2013
Vendor No.:	T81003820
NV Business ID:	NV19931073695

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring this service

Agency Reference #: 6056

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retrospective? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide structural plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan Checking services are only paid for as services are rendered. SPWD Contract No. 6056

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: Monthly progress payments on services provided.

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/06/2011 15:32:29 PM
Division Approval	dgrimm	07/06/2011 15:32:32 PM
Department Approval	dgrimm	07/06/2011 15:32:36 PM
Contract Manager Approval	dgrimm	07/07/2011 12:05:07 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:29:01 PM
Team Lead Approval	cwatson	07/18/2011 09:18:18 AM
BOE Agenda Approval	cwatson	07/18/2011 09:18:23 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12411**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: SUNRISE ENGINEERING INC
Agency Code: 082	Contractor Name: SUNRISE ENGINEERING INC
Appropriation Unit: All Appropriations	Address: 2152 S VINEYARD STE 123
Is budget authority available?: Yes	City/State/Zip: MESA, AZ 85210
If "No" please explain: Not Applicable	Contact/Phone: null480/768-8600
	Vendor No.: T27017379
	NV Business ID: NV19961196784
To what State Fiscal Year(s) will the contract be charged? 2012-2013	

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6237**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered. SPWD Contract No. 6237

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: **Monthly progress payments on services provided.**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/06/2011 15:53:54 PM
Division Approval	dgrimm	07/06/2011 15:53:56 PM
Department Approval	dgrimm	07/06/2011 15:54:00 PM
Contract Manager Approval	dgrimm	07/07/2011 12:06:05 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:33:40 PM
Team Lead Approval	cwatson	07/18/2011 09:21:44 AM
BOE Agenda Approval	cwatson	07/18/2011 09:21:48 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12431**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: TMCX SOLUTIONS LLC
Agency Code: 082	Contractor Name: TMCX SOLUTIONS LLC
Appropriation Unit: All Appropriations	Address: 5575 S DURANGO DR STE 102
Is budget authority available?: Yes	City/State/Zip: LAS VEGAS, NV 89113
If "No" please explain: Not Applicable	Contact/Phone: null702/252-7232
	Vendor No.: T27013220
	NV Business ID: NV209091633795
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6167**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Commissioning svcs**

5. Purpose of contract:

This is a new contract to provide third party commissioning services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Commissioning services are only paid for as services are rendered. SPWD Contract No. 6167

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$200,000.00**

Other basis for payment: **Monthly progress payments on services provided**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/07/2011 11:35:40 AM
Division Approval	dgrimm	07/07/2011 11:35:43 AM
Department Approval	dgrimm	07/07/2011 11:35:46 AM
Contract Manager Approval	dgrimm	07/07/2011 16:09:54 PM
Budget Analyst Approval	jrodrig9	07/14/2011 10:23:43 AM
Team Lead Approval	cwatson	07/18/2011 09:06:55 AM
BOE Agenda Approval	cwatson	07/18/2011 09:07:00 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12421**

Agency Name: STATE PUBLIC WORKS DIVISION	Legal Entity Name: WILLDAN
Agency Code: 082	Contractor Name: WILLDAN
Appropriation Unit: All Appropriations	Address: 2401 E KATELLA AVE STE 300
Is budget authority available?: Yes	City/State/Zip: ANAHEIM, CA 92806
If "No" please explain: Not Applicable	Contact/Phone: null714/940-6300
	Vendor No.: T81037894A
	NV Business ID: NV19901017345
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % depends upon the project requiring service

Agency Reference #: **6238**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Plan checking svcs**

5. Purpose of contract:

This is a new contract to provide code plan checking services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Plan checking services are only paid for as services are rendered required. SPWD Contract No. 6238

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: **Monthly progress payments on services provided.**

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/08/2011 11:39:54 AM
Division Approval	dgrimm	07/08/2011 11:39:57 AM
Department Approval	dgrimm	07/08/2011 11:40:00 AM
Contract Manager Approval	dgrimm	07/08/2011 15:25:28 PM
Budget Analyst Approval	jrodrig9	07/14/2011 11:19:02 AM
Team Lead Approval	cwatson	07/18/2011 09:36:14 AM
BOE Agenda Approval	cwatson	07/18/2011 09:36:18 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12405**Agency Name: **STATE PUBLIC WORKS DIVISION**Agency Code: **082**Appropriation Unit: **All Appropriations**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: **WOOD RODGERS INC**Contractor Name: **WOOD RODGERS INC**Address: **5440 RENO CORPORATE DR.**City/State/Zip: **RENO, NV 95816-3300**

Contact/Phone: null775/823-9446

Vendor No.: T29006428

NV Business ID: NV20031304987

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<input checked="" type="checkbox"/> Other funding	100.00 % depends upon the project requiring this service

Agency Reference #: 6039

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Contract**Contract description: **Test & inspect svcs**

5. Purpose of contract:

This is a new contract to provide materials testing and inspection services as required for qualifying Capital Improvement Program (CIP) projects. This contractor may be one of several pooled contractors that would be available to provide these services on an as needed basis. Testing services are only paid for as services are rendered. SPWD Contract No. 6039

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: Monthly progress payments on services provided.

II. JUSTIFICATION

7. What conditions require that this work be done?

2011 CIP

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

Professional Services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWB, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	07/06/2011 15:23:30 PM
Division Approval	dgrimm	07/06/2011 15:23:33 PM
Department Approval	dgrimm	07/06/2011 15:23:36 PM
Contract Manager Approval	dgrimm	07/07/2011 12:04:27 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:27:00 PM
Team Lead Approval	cwatson	07/18/2011 09:30:17 AM
BOE Agenda Approval	cwatson	07/18/2011 09:30:21 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12424**Agency Name: **RISK MANAGEMENT DIVISION**Agency Code: **085**Appropriation Unit: **1352-17**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: Willis Management (VT), Ltd.

Contractor Name: **Willis Management (VT), Ltd.**Address: **Willis Management of Hawaii
1003 Bishop Street, Suite 1220**City/State/Zip: **Honolulu, HI 96707**

Contact/Phone: Jason Palmer 808-521-0730

Vendor No.:

NV Business ID: NV20111425088

To what State Fiscal Year(s) will the contract be charged? **2012-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Internal Service Fund

Agency Reference #: 017-06-06-11

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **08/09/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **08/09/2013**Contract term: **2 years and 1 day**4. Type of contract: **Contract**Contract description: **Captive Management**

5. Purpose of contract:

This is a new contract to establish and administer a new state-owned captive insurance company. The Captive will provide reimbursement of deductible obligations of the State of Nevada Risk Management Division's Workers' Compensation Insurance Program. The deductible reimbursement program will be limited to claims involving heart, lung, hepatitis, and cancer presumptive benefits.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$90,000.00**

Payment for services will be made at the rate of \$45,000.00 per year

II. JUSTIFICATION

7. What conditions require that this work be done?

Risk Management is establishing a Captive Insurance Company.

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

Risk Management does not have the staffing nor the expertise to perform services internally

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Awarded by selection committee - agency facilitated RFP

d. Last bid date: 06/24/2011 Anticipated re-bid date: 06/24/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mmarti10	07/05/2011 15:55:22 PM
Division Approval	mmarti10	07/05/2011 15:55:26 PM
Department Approval	kcaterin	07/06/2011 12:16:23 PM
Contract Manager Approval	mmarti10	07/12/2011 12:19:07 PM
Budget Analyst Approval	jstrandb	07/18/2011 11:32:14 AM
Team Lead Approval	cwatson	07/18/2011 14:08:09 PM
BOE Agenda Approval	cwatson	07/18/2011 14:08:14 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12420**

Agency Name: COMM ON ECONOMIC DEVELOPMENT	Legal Entity Name: NOBLE STUDIOS
Agency Code: 102	Contractor Name: NOBLE STUDIOS
Appropriation Unit: 1526-11	Address: 206 S CARSON ST STE 200
Is budget authority available?: Yes	City/State/Zip: CARSON CITY, NV 89701
If "No" please explain: Not Applicable	Contact/Phone: Michael Thomas 775/883-6000
	Vendor No.: T29013206
	NV Business ID: NV20051380698

To what State Fiscal Year(s) will the contract be charged? **2012**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: RFP # 1930

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **09/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2012**

Contract term: **303 days**

4. Type of contract: **Contract**

Contract description: **Full Srv Marketing**

5. Purpose of contract:

This is a new contract to provide "Marketing Strategy and Execution" to develop innovative, effective, and efficient marketing strategy and campaigns to highlight Nevada as an attractive place to operate a business. Website maintenance includes optimization, improvement, and new ways to engage the online community including both the strategy and management of a successful social media platform.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$190,000.00**

Payment for services will be made at the rate of \$150.00 per hour

II. JUSTIFICATION

7. What conditions require that this work be done?

NRS 231 to market the State of Nevada.

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

They do not have the expertise for these services.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **Yes**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Upon thorough review and evaluation of proposals, contractor most clearly indicated an understanding of the deliverables as evaluated by the team. Reference RFP-1930

d. Last bid date: Anticipated re-bid date: 05/01/2015

10. Does the contract contain any IT components? Yes

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

NCED ? 2009-present with satisfactory sevice; NCOT (NV Magazine) ? 2007-2009; UNR ? 2010-present

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mstenger	07/13/2011 16:13:25 PM
Division Approval	mstenger	07/13/2011 16:13:34 PM
Department Approval	mstenger	07/13/2011 16:13:40 PM
Contract Manager Approval	mstenger	07/13/2011 16:13:45 PM
DoIT Approval	lsmolya1	07/15/2011 10:41:27 AM
Budget Analyst Approval	jrodrig9	07/19/2011 16:34:38 PM
Team Lead Approval	cwatson	07/20/2011 09:01:49 AM
BOE Agenda Approval	cwatson	07/20/2011 09:01:54 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12365**

Agency Name: NETWORK TRANSPORT SERVICES	Legal Entity Name: BOARD OF REGENTS-UNR
Agency Code: 187	Contractor Name: BOARD OF REGENTS-UNR
Appropriation Unit: 1388-00	Address: UNR CONTROLLERS OFFICE
Is budget authority available?: Yes	MAIL STOP 0124
If "No" please explain: Not Applicable	City/State/Zip: RENO, NV 89557-0025
	Contact/Phone: Erik Williams 775/784-4062
	Vendor No.: D35000816
	NV Business ID: N/A
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Revenue

Agency Reference #: **5488**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date **08/2012**

Retroactive? **Yes**

If "Yes", please explain

To ensure continuous revenue coverage as of the expiration date of the current contract, 6/30/2011 and the beginning date of the new contract of 7/1/2011.

3. Termination Date: **06/30/2013**

Contract term: **2 years**

4. Type of contract: **Interlocal Agreement**

Contract description: **Rack and Channel's**

5. Purpose of contract:

This is a new revenue interlocal agreement to provide rack space at Angel Peak, Fairview Peak and Sober Peak as well as Microwave Channel rental at Skull Mountain and TV Hill for the UNR Seismology Department.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$39,471.66**

Other basis for payment: FY12, 3 x \$1791.45 = \$5,374.35 + 2 x 574.77 x 12 = \$13,794.48; FY13, 3 x 1,983.93 = \$5,951,79 + 2 x \$597.96 x 12 = \$14,351.04

II. JUSTIFICATION

7. What conditions require that this work be done?

Revenue Interlocal Contract

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

Revenue Interlocal Contract

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

N/A

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Currently under Revenue contract with DoIT.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dbaughn	06/24/2011 08:28:56 AM
Division Approval	capple	06/27/2011 15:10:40 PM
Department Approval	capple	06/27/2011 15:10:46 PM
Contract Manager Approval	bbohm	06/28/2011 14:38:09 PM
Budget Analyst Approval	jmurph1	07/07/2011 08:35:23 AM
Team Lead Approval	jmurph1	07/07/2011 08:35:39 AM
BOE Agenda Approval	jmurph1	07/07/2011 08:35:43 AM
BOE Final Approval	Pending	



DEPARTMENT OF INFORMATION TECHNOLOGY
400 W. King Street, Suite 300
Carson City, Nevada 89703-4204
(775) 684-5800

June 15, 2011

MEMORANDUM

To: Janet Murphy

From: Ben Bohm
Dept of Information Technology, Communications Contract Manager

Purpose: to request the BOE retroactively approve the attached Intrastate Interlocal Contract with the UNR Seismology Department

The attached Revenue Intrastate Interlocal Contract has been submitted for the BOE's approval. Due to the expiration date of the current contract (June 30, 2011) and the necessity of having continuous coverage to ensure the effective date of this contract is met, we are asking the Board of Examiners to retroactively approve this contract to July 1, 2011.

I appreciate your time and assistance. Should you have questions please call me at (775) 684-5859 or email to bnbohm@doit.nv.gov.

Sincerely, Ben Bohm

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12324**

Agency Name: STATE LIBRARY AND ARCHIVES	Legal Entity Name: SCHOLASTIC, INC. DBA SCHOLASTIC LIBRARY PUBLISHING
Agency Code: 332	Contractor Name: SCHOLASTIC, INC. DBA SCHOLASTIC LIBRARY PUBLISHING
Appropriation Unit: 2891-28	Address: 90 OLD SHERMAN TURNPIKE
Is budget authority available?: Yes	City/State/Zip: DANBURY, CT 06816
If "No" please explain: Not Applicable	Contact/Phone: Allison Henderson 203-797-3446
	Vendor No.: PUR0000725
	NV Business ID: NV19991362097

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **08/10/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 325 days**

4. Type of contract: **Contract**

Contract description: **Database Licenses**

5. Purpose of contract:

This is a new contract to provide access to online K-12 licensed encyclopedia databases. These databases are used remotely statewide by students and libraries in Nevada which support K-12 curriculum.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$116,000.00**

Other basis for payment: Payment for access at a cost of \$116,000 per year for a two year period. First year payment of \$58,000 to be made upon approval of contract. Second and final payment of \$58,000 to be made upon submission of invoice and approval of project manager. Total contract not to exceed \$116,000. The State does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments.

II. JUSTIFICATION

7. What conditions require that this work be done?

This was originally requested and approved by the State Commission of Technology in Education. It is in the best interest of the state to continue to provide its citizens and students statewide access via libraries and the internet.

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

The State does not have licensed databases.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Eleven proposals were received and this vendor received top scores by an evaluation committee

d. Last bid date: 04/13/2011 Anticipated re-bid date: 01/01/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

This vendor has contracted with the Nevada State Library and Archives since 2002; the service provided has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dhoney	06/30/2011 16:34:46 PM
Division Approval	dhoney	06/30/2011 16:34:49 PM
Department Approval	mcost1	07/01/2011 08:21:19 AM
Contract Manager Approval	dhoney	07/11/2011 16:07:43 PM
Budget Analyst Approval	knielsen	07/11/2011 16:16:20 PM
Team Lead Approval	cwatson	07/15/2011 11:04:15 AM
BOE Agenda Approval	cwatson	07/15/2011 11:04:19 AM
BOE Final Approval	Pending	

Debra J. Honey

From: Kimberlee Tarter
Sent: Tuesday, April 12, 2011 4:09 PM
To: Debra J. Honey
Cc: Kim C. Perondi
Subject: RE: Approval Request - Statewide Database contracts

Hi Debbie,

Pursuant to your request, and in accordance with NRS 333.165(1), your agency is delegated the authority to contract for Statewide Databases for NSLA. As the certified contract manager you are aware of the requirements of NRS 333, NAC 333 and SAM 300 that the procurement must comply with. Additionally, provide a copy of this email when entering your contract summary information in CETS for documentation of the waiver.

Regards,

Kimberlee

Kimberlee Tarter, CPPB
Deputy Administrator

Dept of Administration, Purchasing Division
515 East Musser Street, Suite 300, Carson City, NV 89701
T: 77.684.0196 F: 775.684.0188
W: <http://purchasing.state.nv.us>

P Please consider the environment and only print this e-mail if necessary.

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From: Debra J. Honey
Sent: Tuesday, April 12, 2011 10:53 AM
To: Kimberlee Tarter
Subject: FW: Approval Request - Statewide Database contracts

Kimberlee, one of the RFP's that were attached to the below email was the wrong one. I have replaced it with the correct one. I know you are extremely busy, but could you tell me if you will make decision today because we really need to post tomorrow if approved. Thank you Debbie

Debbie Honey
Administrative Services Officer
Nevada State Library and Archives
100 N Stewart Street
Carson City, Nevada 89701-4285
Phone: (775) 684-3316
Fax: (775) 684-3311
email: dhoney@nevadaculture.org

From: Debra J. Honey
Sent: Monday, April 11, 2011 7:59 PM
To: Kimberlee Tarter
Cc: Karen Starr; Kim C. Perondi
Subject: Approval Request - Statewide Database contracts

Kimberlee, it is time again for the statewide database contracts to be rebid. Per my conversation with Kim Perondi last week, I am requesting approval for NSLA to be able to complete the RFP/Contract process for the statewide databases ourselves. This request is being made for few reasons:

- 1) Per discussion with Kim Perondi we are not seeking "Good of the State Agreements". This was very time consuming and not beneficial to the state, cities or counties.
- 2) With State Purchasing's permission NSLA has always handled these contracts except the year we tried to complete the "Good of the State agreements" (2008).
- 3) Timing - we are trying to get these RFP's posted on Wednesday morning April 13 so we can meet the BOE deadline for July. Our current contracts expire June 30, 2011.

I have attached the two RFP's for your review. With your approval, I am planning on posting them on Wednesday morning, April 13, 2011. I will be touching base throughout the process with Kim Perondi to make sure we are following all of the proper procedures. Both myself and the Project Manager are contract certified. Thank you for your consideration of this request. Debbie

Debbie Honey
Administrative Services Officer
Nevada State Library and Archives
100 N Stewart Street
Carson City, Nevada 89701-4285
Phone: (775) 684-3316
Fax: (775) 684-3311
email: dhoney@nevadaculture.org

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12426**

Agency Name: HEALTH CARE FINANCING & POLICY	Legal Entity Name: Washoe County
Agency Code: 403	Contractor Name: Washoe County
Appropriation Unit: 3157-00	Address: PO Box 11130
Is budget authority available?: Yes	City/State/Zip: Reno, NV 89520-0027
If "No" please explain: Not Applicable	Contact/Phone: Karen Kay 775-785-5641
	Vendor No.:
	NV Business ID: Government Entity

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Inter-Governmental Transfer (IGT)

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract is retroactive due to delays in negotiations for an alternate contract term and a conflict between BOE deadlines and Washoe County Commission meetings for the contract to be signed by the county.

3. Termination Date: **06/30/2013**

Contract term: **2 years**

4. Type of contract: **Interlocal Agreement**

Contract description: **DSH**

5. Purpose of contract:

This is a new interlocal agreement to receive Inter-local Governmental Transfer (IGT) funds from Washoe County to support and fund the State's share of the supplemental Disproportionate Share Hospital (DSH) program for hospitals that serve a disproportionate share of uninsured, indigent and Medicaid patients pursuant to NRS 422.382.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$3,000,000.00**

Payment for services will be made at the rate of \$1,500,000.00 per State Fiscal Year

Other basis for payment: The IGT amount was determined based on DHCFCP Adopted Regulations LCB File No. R033-10 requiring 1.95% transfer of total DSH (\$1,642,187.25) or \$1.5 million, whichever is less.

II. JUSTIFICATION

7. What conditions require that this work be done?

The Medicaid State Plan allows for payment of supplemental payments to hospitals that serve a disproportionate share of uninsured, indigent and Medicaid patients. This agreement provides for receipt of the non-federal share of funds in order to secure federal funding.

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

State employees are performing this work.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Similar contracts previously between DHCFCP and Washoe County for DSH with satisfactory performance.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	llamborn	07/06/2011 13:00:56 PM
Division Approval	llamborn	07/06/2011 13:00:59 PM
Department Approval	mtorvine	07/07/2011 13:44:31 PM
Contract Manager Approval	dkingsle	07/07/2011 16:00:45 PM
Budget Analyst Approval	nhovden	07/12/2011 11:06:43 AM
Team Lead Approval	jteska	07/14/2011 13:15:31 PM
BOE Agenda Approval	jteska	07/14/2011 13:15:53 PM
BOE Final Approval	Pending	



Brian Sandoval
Governor


STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH CARE FINANCING AND POLICY
1100 E. William Street, Suite 116
Carson City, Nevada 89701

MICHAEL J. WILLDEN
Director

CHARLES DUARTE
Administrator

July 6, 2011

To: Nikki Hovden, Budget Analyst IV
Division of Budget and Planning

Through: Charles Duarte, Administrator 
Division of Health Care Financing and Policy

From: Dorrie A Kingsley, Management Analyst III
Division of Health Care Financing and Policy

Subject: Retroactive Memo Washoe County

DHCFP is seeking approval to enter a retroactive Interlocal contract with Washoe County for the Disproportionate Share Hospital (DSH) program. This contract was prepared as quickly as possible and if approved, becomes effective July 1, 2011.

The contract expired June 30, 2011. Because the new contract term was not agreed upon, the renewal could not take effect on the first day of July. Further, there was a conflict in dates between the BOE deadline and the Washoe County Commission meetings since the contract had to be placed on the Washoe County Commission agenda to be approved.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12264**

Agency Name: HEALTH CARE FINANCING & POLICY	Legal Entity Name: Aging and Disability Services Division
Agency Code: 403	Contractor Name: Aging and Disability Services Division
Appropriation Unit: 3158-11	Address: 3416 Goni Road, Suite D-132
Is budget authority available?: Yes	City/State/Zip: Carson City, NV 89706
If "No" please explain: Not Applicable	Contact/Phone: null775-687-4210
	Vendor No.:
	NV Business ID: Government Entity

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract is retroactive due to changes in the payment terms for the consideration.

3. Termination Date: **06/30/2013**

Contract term: **2 years**

4. Type of contract: **Interlocal Agreement**

Contract description: **Waiver Program**

5. Purpose of contract:

This is a new interlocal agreement to reimburse the Aging and Disability Services Division for the federal share of costs associated with administrative activities to operate the Home and Community-Based Waiver Program for the elderly population so those individuals who are at risk of being placed in hospitals or nursing facilities can be cared for in their homes and in the community, preserving independence and ties with families and friends at a lower cost than institutional care.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$8,000,000.00**

Payment for services will be made at the rate of \$4,000,000.00 per State Fiscal Year

Other basis for payment: This amount is based on what was submitted and authorized in the SFY 12 and 13 budget.

II. JUSTIFICATION

7. What conditions require that this work be done?

Cost of institutional care in hospitals and nursing facilities for the elderly population compared to care that can be provided in homes and in the community.

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

State employees are performing this work.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Existing contract with DHCFP

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	greves	06/02/2011 12:11:40 PM
Division Approval	greves	06/02/2011 12:12:30 PM
Department Approval	mtorvine	07/05/2011 13:15:31 PM
Contract Manager Approval	dkingsle	07/07/2011 15:59:45 PM
Budget Analyst Approval	nhovden	07/12/2011 10:55:32 AM
Team Lead Approval	jteska	07/14/2011 12:46:26 PM
BOE Agenda Approval	jteska	07/14/2011 12:46:30 PM
BOE Final Approval	Pending	



Brian Sandoval
Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH CARE FINANCING AND POLICY
1100 E. William Street, Suite 116
Carson City, Nevada 89701

MICHAEL J. WILLDEN
Director

CHARLES DUARTE
Administrator

June 28, 2011

To: Nikki Hovden, Budget Analyst IV
Division of Budget and Planning

Through: Charles Duarte, Administrator
Division of Health Care Financing and Policy

Handwritten signature of Charles Duarte in black ink.

From: Dorrie A Kingsley, Management Analyst III
Division of Health Care Financing and Policy

Handwritten signature of Dorrie A. Kingsley in black ink.

Subject: Retroactive Memo Aging and Disability Services Division

DHCFP is seeking approval to enter a retroactive Interlocal contract with the Aging and Disability Services Division. This contract was prepared as quickly as possible and if approved, becomes effective July 1, 2011. The prior contract expired June 30, 2011. Because new contract terms were not agreed upon in time to meet the BOE deadline for the June 14, 2011 agenda, the renewal could not take effect on the first day of July.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12401**Agency Name: **HEALTH CARE FINANCING & POLICY**Agency Code: **403**Appropriation Unit: **3158-72**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: BOR NSHE UNR Office of Sponsored Projects

Contractor Name: **BOR NSHE UNR Office of Sponsored Projects**Address: **1664 North Virginia Street
204 Ross Hall/Mail Stop 325**City/State/Zip: **Reno, NV 89557-0248**

Contact/Phone: Jennifer Booth 775-784-4040

Vendor No.:

NV Business ID: Government Entity

To what State Fiscal Year(s) will the contract be charged? **2012**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract is retroactive due to the delay between the time the subgrant is negotiated and awarded and the time to develop and process a contract that substantiates the terms of the subgrant award.

3. Termination Date: **12/31/2011**Contract term: **183 days**4. Type of contract: **Interlocal Agreement**Contract description: **MIG Subgrant Award**

5. Purpose of contract:

This is a new Interlocal agreement to develop and host an Assistive Technology for Employment Summit and incorporate the assistive technology outcomes from the Nevada 2010 Employment Policy Summit.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$59,446.00****II. JUSTIFICATION**

7. What conditions require that this work be done?

A need to identify gaps in service delivery throughout the State and delineate priorities for the provision of assistive technology to allow people with disabilities to prepare for, acquire, and maintain employment.

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

State employees are partnering with UNR to do the work

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

[Empty box]

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

DHCFP has engaged inseveral contracts with the NSHE with satisfactory performance.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	llamborn	06/30/2011 15:57:11 PM
Division Approval	llamborn	06/30/2011 15:57:14 PM
Department Approval	mtorvine	07/07/2011 14:35:56 PM
Contract Manager Approval	dkingsle	07/07/2011 16:00:28 PM
Budget Analyst Approval	nhovden	07/12/2011 11:26:50 AM
Team Lead Approval	jteska	07/14/2011 13:19:11 PM
BOE Agenda Approval	jteska	07/14/2011 13:26:11 PM
BOE Final Approval	Pending	



Brian Sandoval
Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH CARE FINANCING AND POLICY
1100 E. William Street, Suite 116
Carson City, Nevada 89701

MICHAEL J. WILLDEN
Director

CHARLES DUARTE
Administrator

June 29, 2011

To: Nikki Hovden, Budget Analyst IV
Division of Budget and Planning

Through: Charles Duarte, Administrator
Division of Health Care Financing and Policy

From: Dorrie A Kingsley, Management Analyst III
Division of Health Care Financing and Policy

Subject: Retroactive Memo Board of Regents, Nevada System of Higher Education,
University of Nevada Reno, Office of Sponsored Projects

DHCFP is seeking approval to enter into a retroactive contract with Board of Regents, Nevada System of Higher Education, University of Nevada Reno, Office of Sponsored Projects. This contract was prepared as quickly as possible and if approved, becomes effective July 1, 2011.

This is a new Interlocal contract that is retroactive because of the delay between notification and award of the sub-grant and the development and processing of a new contract to substantiate the terms of the sub-grant award.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12502**Agency Name: **HEALTH DIVISION**Agency Code: **406**Appropriation Unit: **3194-00**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: **HUMBOLDT, COUNTY OF**Contractor Name: **HUMBOLDT, COUNTY OF**
Address: **HUMBOLDT COUNTY TREASURER**
50 W 5TH ST RM 203City/State/Zip: **WINNEMUCCA, NV 89445**

Contact/Phone: null775/623-6444

Vendor No.: T40139500

NV Business ID: Governmental Entity

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Revenue

Agency Reference #: HD 12066

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 09/2011

Retroactive? **Yes**

If "Yes", please explain

This revenue contract is a result of action by the Legislature. Notification, and negotiations with the county, was not able to be completed until the end of June, 2011.
--

3. Termination Date: **06/30/2013**Contract term: **2 years**4. Type of contract: **Interlocal Agreement**Contract description: **HealthAssessment**

5. Purpose of contract:

This is a new revenue contract to receive the county assessment, in accordance with Senate Bill 471 of the 2011 legislative session, for services provided by the Health Division pursuant to chapters 439 (Administration of Public Health), 444 (Sanitation), 446 (Food Establishments) and 583 (Meat, Fish, Poultry and Eggs) of the Nevada Revised Statutes (NRS).

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$84,632.00**

Payment for services will be made at the rate of \$10,579.00 per quarter

II. JUSTIFICATION

7. What conditions require that this work be done?

Legislative action, changes to chapter 439 of the Nevada Revised Statutes (NRS) approved as Senate Bill 471, requires that each county pay an assessment to the Health Division for the costs of services provided in that county by the Health Division.

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

This is an assessment for work performed by State employees.
--

9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	pweyrick	07/27/2011 08:58:06 AM
Division Approval	pweyrick	07/27/2011 08:58:09 AM
Department Approval	mtorvine	07/27/2011 12:11:58 PM
Contract Manager Approval	cschmid2	07/27/2011 13:01:38 PM
Budget Analyst Approval	jborrowm	07/28/2011 15:14:51 PM
Team Lead Approval	jteska	07/29/2011 10:32:25 AM
BOE Agenda Approval	jteska	07/29/2011 10:32:29 AM
BOE Final Approval	Pending	

STATE OF NEVADA

BRIAN SANDOVAL
Governor

MICHAEL J. WILLDEN
Director



RICHARD WHITLEY, MS
Administrator

TRACEY D. GREEN, MD
State Health Officer

**DEPARTMENT OF HEALTH AND
HUMAN SERVICES
HEALTH DIVISION**
Frontier and Rural (FaR) Public Health Program
3427 Goni Road #108
Carson City, Nevada 89706
Telephone: (775) 687-7550 Fax: (775) 684-3492

July 27, 2011

MEMORANDUM

To: John Borrowman
Budget Analyst
Budget Division

Through: Phil Weyrick
Administrative Services Officer IV
Health Division Administration

From: Mary Wherry, Clinical Services Manager

Subject: **Request for a Retroactive Start Date for Contract # HD 12066 (CETS 12502)**

This memorandum requests that the above referenced Health Division Contract be approved for a retroactive start date effective July 1, 2011. The contract requires a retroactive start date because the revenues cover a two-year period (July 1, 2011 through June 30, 2013). The contract was not able to be submitted to the Board of Examiners in a timely fashion due to the pending passage of Senate Bill 471, requiring counties to pay an assessment for services provided by the Health Division pursuant to chapters 439 (Administration of Public Health), 444 (Sanitation), 446 (Food Establishments) and 583 (Meat, Fish, Poultry and Eggs) of the Nevada Revised Statutes (NRS)

IC

cc: Colman Schmidt, Management Analyst II
Health Division

Public Health: Working for a Safer and Healthier Nevada

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12377**Agency Name: **HEALTH DIVISION**Agency Code: **406**Appropriation Unit: **3216-12**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: Nevada State Board of Nursing

Contractor Name: **Nevada State Board of Nursing**Address: **5011 MEADOWOOD MALL WAY
Suite 300**City/State/Zip: **Reno, NV 89502-6547**

Contact/Phone: Debra Scott 775-687-7700

Vendor No.: T80147500

NV Business ID: Governmental Entity

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: HD 12038

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

The agency wanted to confirm funding availability before completing negotiations.3. Termination Date: **06/30/2013**Contract term: **2 years**4. Type of contract: **Interlocal Agreement**Contract description: **Approve Programs**

5. Purpose of contract:

This is a new interlocal agreement with the Nevada State Board of Nursing (NSBON) to review and approve qualified training programs, as well as a competency evaluation program, for Nursing Assistant programs, in compliance with Federal Regulations; develop and maintain a registry of nursing assistants employed in nursing facilities and home health agencies; investigate all reported complaints of physical abuse or neglect, mental abuse and/or misappropriation of property by a nursing assistant; notify the Health Division of investigations and disciplinary actions, if any; enter findings of abuse, neglect or misappropriation and any rebuttals submitted to those findings in the registry as directed by the Health Division; provide quarterly reports in accordance with Federal regulations to the Health Division pertaining to the number of nursing assistants in the State of Nevada and the number of investigations referred to the Health Division.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$441,000.00**

Payment for services will be made at the rate of \$18,375.00 per month

Other basis for payment: The State Board of Nursing has been providing these services, at the same SFY cost, since 2005. The cost breakout is attached.

II. JUSTIFICATION

7. What conditions require that this work be done?

The Health Division is obligated to implement and determine compliance with the provisions of Public Law 100-203 (Omnibus Budget Reconciliation Act of 1987) including amendment to and regarding P.L. 100-203, with respect to the development of a program to regulate nursing assistants employed in nursing facilities and home health agencies in the state, and the contractor is qualified to perform these duties efficiently and in a timely manner.

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

The agreement is with a State Agency.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

Yes If "Yes", please explain

Contractor is a State Agency.

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

From July 2009 through the present, for the same purpose as this contract, with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	pweyrick	06/29/2011 15:58:51 PM
Division Approval	pweyrick	06/29/2011 15:58:54 PM
Department Approval	mtorvine	07/01/2011 16:22:56 PM
Contract Manager Approval	cschmid2	07/05/2011 08:06:31 AM
Budget Analyst Approval	jborrowm	07/05/2011 16:24:06 PM
Team Lead Approval	jteska	07/08/2011 15:29:42 PM
BOE Agenda Approval	jteska	07/08/2011 15:29:47 PM
BOE Final Approval	Pending	

STATE OF NEVADA

BRIAN SANDOVAL
Governor

MICHAEL J. WILLDEN
Director



RICHARD WHITLEY, MS
Administrator

TRACEY GREEN, MD
State Health Officer

DEPARTMENT OF HEALTH AND HUMAN SERVICES
HEALTH DIVISION

4150 Technology Way, Suite 300
Carson City, NV 89706-2029

Telephone: (775) 684-4200 • Fax: (775) 684-4211

June 17, 2011

MEMORANDUM

To: John Borrowman
Budget Analyst
Budget Division

Through: Richard Whitley, MS
Administrator
Health Division

Through: Phil Weyrick
Administrative Services Officer IV
Health Division Administration

Through: Wendy Simons *WS*
Chief
Bureau of Healthcare Quality and Compliance

Subject: Request for a Retroactive Start Date for Contract HD 12038 (CETS 12377)

This memorandum requests that Health Division Contract HD 12038 be approved for a retroactive start date effective July 1, 2011. This contract needs a retroactive start date because of funding concerns, and contract negotiations with the State Board of Nursing. The contract was not able to be submitted to the Board of Examiners in a timely fashion because negotiations were not finalized until the Second week in June.

WS/dsa

Cc: Colman Schmidt, Management Analyst II
Health Division

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12342**Agency Name: **MENTAL HEALTH AND DEVELOPMENTAL SERVICES**Agency Code: **408**Appropriation Unit: **3161-07**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: **ABS Systems, Inc.**Contractor Name: **ABS Systems, Inc.**Address: **4749 W. Post Road**City/State/Zip: **Las Vegas, NV 89118**Contact/Phone: **null702-228-4575**

Vendor No.:

NV Business ID: **NV20031357903**To what State Fiscal Year(s) will the contract be charged? **2012-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	100.00 %	Fees	0.00 %
	Federal Funds	0.00 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**Anticipated BOE meeting date: **08/2011**Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **08/08/2013**Contract term: **2 years and 8 days**4. Type of contract: **Contract**Contract description: **System Tech. Support**

5. Purpose of contract:

This is a new contract to provide maintenance and service to the Delta Controls and Invensys Network 8000 Building Automation Systems. These systems control the energy efficiency of all the SNAMHS Campus buildings and the Rawson-Neal Psychiatric Hospital.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$27,360.00**

Payment for services will be made at the rate of \$1,140.00 per Month

Other basis for payment: Payment will be based on \$13,680.00 for the first 12 months(FY12 & FY13) and \$13,680.00 for the second 12 months(FY13 & FY14).

II. JUSTIFICATION

7. What conditions require that this work be done?

To protect the health and welfare of consumers at the facility, these systems need continuous maintenance and support to control the energy efficiency of all the buildings that encompass the Southern Nevad Adult Mental Health Services buildings.

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

ABS Systems, Inc. has a proprietary license for the equipment that was originally installed in the Rawson-Neal Psychiatric Hospital. They have been doing the work under the original manufacturers warranty. They are also capable of servicing all the equipment at the SNAMHS campus. There are currently no available employees who have the experience or know how to service this equipment.

9. Were quotes or proposals solicited?

Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

[Empty text box]

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This vendor was based on two important factors, for the Rawson-Neal Hospital they have proprietary license for this equipment. We also had them bid the SNAMHS campus and they were the lowest bidder for that equipment.

d. Last bid date: 05/02/2011 Anticipated re-bid date: 07/01/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	06/27/2011 11:47:39 AM
Division Approval	mhefne1	06/27/2011 11:47:42 AM
Department Approval	mtorvine	07/05/2011 10:14:43 AM
Contract Manager Approval	tpollar2	07/05/2011 11:15:40 AM
Budget Analyst Approval	rhage1	07/11/2011 08:57:54 AM
Team Lead Approval	jteska	07/14/2011 09:43:17 AM
BOE Agenda Approval	jteska	07/14/2011 09:43:30 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12384**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: EXECUTIVE PEST SERVICES LLC
Agency Code: 408	Contractor Name: EXECUTIVE PEST SERVICES LLC
Appropriation Unit: 3161-07	Address: 2120 JARDINE AVE
Is budget authority available?: Yes	City/State/Zip: NORTH LAS VEGAS, NV 89032-0640
If "No" please explain: Not Applicable	Contact/Phone: null702/321-9547
	Vendor No.: T27020890
	NV Business ID: NV20061525544

To what State Fiscal Year(s) will the contract be charged? **2012-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **08/31/2013**

Contract term: **2 years and 31 days**

4. Type of contract: **Contract**

Contract description: **Pest Control**

5. Purpose of contract:

This is a new contract to provide pest control at the Southern Nevada Adult Mental Health Services in Las Vegas. Pest control in Las Vegas is mandatory for keeping the facility in a sanitary condition; the environment in the Las Vegas valley is conducive to roach infestation as well as black widows and this can cause many different disease and sickness issues.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$12,600.00**

Payment for services will be made at the rate of \$525.00 per Month

II. JUSTIFICATION

7. What conditions require that this work be done?

The conditions that require this work to be done include the infestation into the facility of roaches, spiders and ants. Pursuant to NRS 555.100 and 555.110, to not control these insects could create a health risk to the client as well as the employees of the facility.

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

Currently there are not any state employees available that have the training or certification to use the chemicals needed to eliminate these pests in a commercial environment.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Executive Pest Services gave us a very competitive price and is providing all of the services we requested when we looked for quotes.

d. Last bid date: 05/16/2011 Anticipated re-bid date: 08/01/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	06/24/2011 14:31:40 PM
Division Approval	mhefne1	06/24/2011 14:31:43 PM
Department Approval	mtorvine	07/05/2011 10:22:23 AM
Contract Manager Approval	tpollar2	07/05/2011 11:14:27 AM
Budget Analyst Approval	rhage1	07/11/2011 09:00:01 AM
Team Lead Approval	jteska	07/14/2011 09:58:58 AM
BOE Agenda Approval	jteska	07/14/2011 09:59:03 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12255**

Agency Name:	MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name:	KEIL, DEBORAH E PHD DABT
Agency Code:	408	Contractor Name:	KEIL, DEBORAH E PHD DABT
Appropriation Unit:	3161-08	Address:	2902 RIVULET LN
Is budget authority available?:	Yes	City/State/Zip:	HENDERSON, NV 89074
If "No" please explain:	Not Applicable	Contact/Phone:	null772/643-2502
		Vendor No.:	T29011890
		NV Business ID:	NV20081219991

To what State Fiscal Year(s) will the contract be charged? **2011-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X	General Funds	100.00 %	Fees	0.00 %
	Federal Funds	0.00 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **03/01/2011**

Anticipated BOE meeting date 07/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on February 14, 2011; however, due to additional time needed to negotiate contract terms and issues and gather the necessary documentation, preparation and submission of the contract was regrettably delayed. This position oversees the agency lab, procedures and ensures compliance; as a result, services were provided prior to approval of the contract to ensure continuity of care and operations.

3. Termination Date: **02/28/2014**

Contract term: **3 years**

4. Type of contract: **Contract**

Contract description: **Med. Laboratory Dir.**

5. Purpose of contract:

This is a new contract to provide a Medical Laboratory Director who will serve as a supervisor overseeing the lab and shall select/supervise lab procedures, report findings and participate in the operation of the lab to assure compliance with NRS 642.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$72,327.12**

Other basis for payment: \$1,950.00 per month from March 1, 2011 to February 29, 2012, \$2008.50 per month from March 1, 2012 to February 28, 2013 and \$2068.76 per month from March 1, 2013 to February 28, 2014 with the total Contract or installments payable: upon invoice, not to exceed \$72,327.12

II. JUSTIFICATION

7. What conditions require that this work be done?

Provisions contained in NRS 652 requires a Medical Laboratory Director for continued licensure of the Rawson-Neal Hospital Laboratory.

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

Currently, there are no FTE employees within the agency with the knowledge or credentials to provide this service.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

[Empty text box]

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Vendor has performed satisfactorily as the incumbent in the position and maintains the proper credentials and expertise.

d. Last bid date: 02/01/2011 Anticipated re-bid date: 01/01/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Dr. Keil has been under contract with the So. Nevada Adult Mental Health Services and has performed her service in a satisfactory manner.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	06/08/2011 09:02:13 AM
Division Approval	mhefne1	06/08/2011 09:02:16 AM
Department Approval	mtorvine	07/07/2011 15:33:34 PM
Contract Manager Approval	tpollar2	07/08/2011 08:10:51 AM
Budget Analyst Approval	rhage1	07/11/2011 10:23:34 AM
Team Lead Approval	jteska	07/14/2011 12:21:25 PM
BOE Agenda Approval	jteska	07/14/2011 12:21:29 PM
BOE Final Approval	Pending	



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES

Southern Nevada Adult Mental Health Services

6161 W. Charleston Boulevard

Las Vegas, Nevada 89146-1148

(702) 486-6000

Fax (702) 486-6248

May 26, 2011

To: Robin Hager, Budget Division
From: Tom Pollard, Program Officer I, SNAMHS
RE: Retroactive cover memorandum for Dr. Debra Keil contract

Please consider this request for retroactive approval for the Dr. Debra Keil contract.

This contract was to have started on February 13, 2011; however, in my short length of time in this position we have been overwhelmed with contract renewals. We also ran into some negotiating issues that took extra time to work out. Therefore, the need to obtain the necessary contract documentation, preparation and submission of the contract was regrettably delayed.

Since SNAMHS provides laboratory services that support the operations of the agency as a whole in the delivery of services to consumers, it was necessary to provide continuity of care to consumers by providing oversight for lab services. As a result, services were provided prior to approval of the contract. In future, with the necessary timeline, documentation and contract monitor personnel in place at the agency, it is anticipated that the need for these retroactive contracts will be reduced significantly.

Thank you for your consideration; should you have any questions, please contact me at (702) 486-4252.

Tom Pollard
Program Officer/Contract Manager
Southern Nevada Adult Mental Health Services
702-486-4252 Fax: 702-486-6248

AFFIDAVIT OF REJECTION OF COVERAGE
UNDER NRS 616B.627 and NRS 617.210

State of Nevada)
) ss.
Clark County)

Deborah E. Keil, Ph. D, being first duly sworn, deposes and states:

1. I make the following assertions pursuant to NRS 616B.627 and NRS 617.210.
2. I am a sole proprietor who will not use the services of any employees in the performance of this Contract with the State of Nevada.
3. In accordance with the provisions of NRS 616B.659, I have not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS, relating to.
4. I am otherwise in compliance with the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS.
5. In accordance with the provisions of NRS 617.225, I have not elected to be included within the terms, conditions and provisions of chapter 617 of NRS.
6. I am otherwise in compliance with the terms, conditions and provisions of chapter 617 of NRS.
7. I acknowledge that the State of Nevada will not be considered to be my employer or the employer of my employees, if any; and that the State of Nevada is not liable as a principle contractor to me or my employees, if any, for any compensation or other damages as a result of an industrial injury or occupational disease incurred in the performance of this Contract.
8. Further affiant sayeth not.

I, Deborah E. Keil, Ph. D, do hereby swear under penalty of perjury that the assertions of this affidavit are true.



Deborah E. Keil, Ph. D

SIGNED and SWORN to before this 20 day of May, 2011.

By Deborah E. Keil (Deborah Keil)



NOTARY PUBLIC



CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12152**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: Iridium Technologies Inc
Agency Code: 408	Contractor Name: Iridium Technologies Inc
Appropriation Unit: 3162-08	Address: 20539 Route 14
Is budget authority available?: Yes	City/State/Zip: Troy, PA 16947
If "No" please explain: Not Applicable	Contact/Phone: null570-297-0878
	Vendor No.: T32000771
	NV Business ID: NV20101843952

To what State Fiscal Year(s) will the contract be charged? **2012-2015**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on July 1, 2011; however, due to an unexpected amount of contract revisions, gathering of documentation and checking vendor's status as a good of the state contract, contract preparation and submission was unfortunately delayed. The dictation system is a necessary component of consumer medical record transcription and maintenance for the agency; as a result, services were provided prior to approval of the contract to ensure continuity of operation.

3. Termination Date: **06/30/2015**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Transcription**

5. Purpose of contract:

This is a new contract which will provide the necessary dictation system, space, personnel, office equipment, supplies and supervision to transcribe medical records provided by NNAMHS

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$68,400.00**

Other basis for payment: \$2.85 per page of transcription, billed monthly for previous months' transcriptions. Up to \$17,100.00 in SFY2012, up to \$17,100.00 in SFY2013, up to \$17,100.00 in SFY2014 and up to \$17,100.00 in SFY2015.

II. JUSTIFICATION

7. What conditions require that this work be done?

Pursuant to NRS 433A.360, clinical records for consumers must be diligently maintained. Transcription of medical information is essential in the diagnosis and treatment of any patient. Medical records are standard practice in any clinical setting.

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

Agency does not currently have the FTE staff with the necessary training, equipment or time to complete these activities.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? Yes

a. If yes, list the names of vendors that submitted proposals:

[Empty text box]

b. Solicitation Waiver: **Exempt (Per statute)**

c. Why was this contractor chosen in preference to other?

Pursuant to SAM 1516.0, vendor is a good of the state (G.O.S.), multiple award contract for all state agencies. However, contract as it exists with the state does not cover medical transcription services, which is the particular need of the agency. Consequently, a separate contract was negotiated with the vendor to provide this type of service.

d. Last bid date: 04/01/2011 Anticipated re-bid date: 05/01/2015

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

2008 to present - NNAMHS - Satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	07/15/2011 16:54:20 PM
Division Approval	mhefne1	07/15/2011 16:54:24 PM
Department Approval	mtorvine	07/15/2011 17:08:11 PM
Contract Manager Approval	cweil	07/18/2011 08:46:10 AM
Budget Analyst Approval	rhage1	07/21/2011 13:37:10 PM
Team Lead Approval	jteska	07/29/2011 10:36:02 AM
BOE Agenda Approval	jteska	07/29/2011 10:36:12 AM
BOE Final Approval	Pending	

Memo

To: Robin Hager, Budget Analyst, Budget Division
From: Martin Hefner, Management Analyst *MH*
CC: Dave Prather, ASO IV
Date: June 29, 2011
Re: Retroactive status for contracts

Request for Retroactive Approval

Please consider this request for retroactive approval for the contract referenced here.

The contract was to start on July 1, 2011; however, due to an unexpected amount of contract corrections, gathering of documentation and checking of vendor's status as a good of the state contract, contract preparation and submission was regrettably delayed. Since this vendor provides medical transcription services to NNAMHS and its consumers, services were provided prior to approval of the contract to ensure continuity of operation. We anticipate that, in the future, with new procedures put in place to ensure timely review and submission, we will greatly reduce or eliminate the need for these retroactive contracts.

Should you have any questions, please contact me at (775) 684-5943.

Thank you for your consideration.

RECEIVED

JUL 07 2011

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12173**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: MEDSchool Associates North
Agency Code: 408	Contractor Name: MEDSchool Associates North
Appropriation Unit: 3162-08	Address: 1664 N. Virginia St. M/S 1332
Is budget authority available?: Yes	City/State/Zip: Reno, NV 89557-1332
If "No" please explain: Not Applicable	Contact/Phone: null775-784-6003
	Vendor No.:
	NV Business ID: Government Entity

To what State Fiscal Year(s) will the contract be charged? **2012-2015**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on July 1, 2011; however, due to an unexpected amount of contract revisions, gathering of documentation and volume of contracts to process at the Division business office, contract preparation and submission was unfortunately delayed. The lab director position provides necessary oversight and delivery of lab services to the facility; as a result, services were provided prior to approval of the contract to ensure continuity of care.

3. Termination Date: **06/30/2015**

Contract term: **4 years**

4. Type of contract: **Interlocal Agreement**

Contract description: **Professional Service**

5. Purpose of contract:

This is a new interlocal agreement which will provide a Laboratory Director to NNAMHS, a requirement for Joint Commission credentialing. This position oversees the laboratory for NNAMHS and the Dini-Townsend Hospital and gives necessary lab services in support of delivery of mental health treatment to consumers.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$24,000.00**

Payment for services will be made at the rate of \$500.00 per month

II. JUSTIFICATION

7. What conditions require that this work be done?

NAC449 as well as Joint Commission require laboratory services to be supervised by a physician with training and experience in clinical laboratory services

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

Current staff does not possess the training, experience ore expertise in clinical laboratory services required

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

1999 to present - NNAMHS - Satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	06/09/2011 16:38:19 PM
Division Approval	mhefne1	06/21/2011 07:41:00 AM
Department Approval	mtorvine	07/11/2011 11:24:48 AM
Contract Manager Approval	cweil	07/11/2011 12:35:06 PM
Budget Analyst Approval	rhage1	07/11/2011 15:56:58 PM
Team Lead Approval	jburry	08/03/2011 11:03:32 AM
BOE Agenda Approval	jburry	08/03/2011 11:03:42 AM
BOE Final Approval	Pending	

Memo

To: Robin Hager, Budget Analyst, Budget Division
From: Martin Hefner, Management Analyst *M.H.*
CC: Dave Prather, ASO IV
Date: June 13, 2011
Re: Retroactive status for contracts

Request for Retroactive Approval

Please consider this request for retroactive approval for the contract referenced here.

The contract was to start on July 1, 2011; however, due to an unexpected amount of contract corrections, gathering of documentation and volume of contracts to process at the Division business office, contract preparation and submission was regrettably delayed. Since this position assists in providing necessary laboratory director services to NNAMHS and the Dini-Townsend Hospital, services were provided prior to approval of the contract to ensure continuity of operation. We anticipate that, in the future, with new procedures put in place to ensure timely review and submission, we will greatly reduce or eliminate the need for these retroactive contracts.

Should you have any questions, please contact me at (775) 684-5943.

Thank you for your consideration.

RECEIVED

JUL 07 2011

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12344**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: NETSMART NEW YORK INC
Agency Code: 408	Contractor Name: NETSMART NEW YORK INC
Appropriation Unit: 3164-26	Address: 3500 SUNRISE HWY STE D-122
Is budget authority available?: Yes	City/State/Zip: GREAT RIVER, NY 11739
If "No" please explain: Not Applicable	Contact/Phone: null631/968-2000
	Vendor No.: T81100652
	NV Business ID: T81100652

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on July 1, 2011; however, due to an unexpected amount of contract revisions and gathering of documentation, contract preparation and submission was unfortunately delayed. The vendor provides maintenance and support of the Division's practice management system, and as a result services were provided prior to approval of the contract to ensure continuity of operations.

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Practice Management**

5. Purpose of contract:

This is a new contract for the vendor to provide services for the further development and implementation of the AVATAR practice management system, which provides consumer management, clinical data entry, practitioner entry, billing, tracking, scheduling and treatment planning for inpatient/outpatient consumers at the Division's mental health agencies.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$609,121.00**

Other basis for payment: Payment made at a rate of \$24,761 per month in SFY12 and \$25,999 in SFY13, with the contract total not to exceed \$609,121.

II. JUSTIFICATION

7. What conditions require that this work be done?

In accordance with the provisions of NRS 433A.360, the Division is required to maintain clinical records for mental health agency consumers in a HIPAA-compliant manner. Netsmart's AVATAR system provides the Division with a platform for secure electronic data storage, retrieval and reporting functions.

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

Netsmart uses a proprietary soucre code which is not the property of the Division.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Sole Source Contract (As Approved by Chief of Purchasing)**

Approval #: 090101A

Approval Date: 05/03/2011

c. Why was this contractor chosen in preference to other?

Contract is a continuation of services that have been provided by the vendor satisfactorily since 2004. The AVATAR system is the sole practice management platform for the mental health agencies.

d. Last bid date: 01/01/2004 Anticipated re-bid date: 01/01/2013

10. Does the contract contain any IT components? Yes

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Vendor has provided practice management system operations for the Division satisfactorily since 2004. Vendor also provides practice management services to DCFS.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	06/30/2011 10:13:54 AM
Division Approval	mhefne1	06/30/2011 10:14:03 AM
Department Approval	mtorvine	07/07/2011 14:51:27 PM
Contract Manager Approval	mhefne1	07/07/2011 15:25:35 PM
DoIT Approval	lsmolya1	07/11/2011 15:55:57 PM
Budget Analyst Approval	rhage1	07/12/2011 09:35:11 AM
Team Lead Approval	jteska	07/14/2011 12:53:19 PM



BRIAN SANDOVAL
GOVERNOR

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
090101 A

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Amendment 5/1
DIVISION OF MH/DS

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. Identify State agency and the contact person's name, title, telephone number and email address for this request:

Division of Mental Health and Developmental Services (MHDS)
4126 Technology Way, Suite 201
Carson City, NV 89706
(775) 684-5943
Contact: Laxmi Bokka, Statewide IT Manager

RECEIVED

APR 29 2011 ✓

DIVISION OF MH/DS

- b. Vendor contact information:

Netsmart Technologies, Inc.
3500 Sunrise Highway, Suite D122
Great River, New York 11739
Phone: 800.421.7503 / 631.968.2000
Fax: 631.968.2123

RECEIVED

JUL 07 2011

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

- c. Type of waiver requested: Sole or single source Professional Service Exemption
2. Description of work/services to be performed or commodity/good to be purchased:

This is a continuation contract with Netsmart Technologies (Netsmart) to allow MHDS to continue using the services of this vendor for use of the "AVATAR" software system, which is copyrighted by Netsmart. Since 2004, Netsmart has provided MHDS with the AVATAR software system for client management, , clinical data entry, practitioner entry, and billing, tracking, scheduling and treatment planning for all phases of delivery of services to inpatient and outpatient consumers, in a HIPAA-compliant manner. The company provides us with the AVATAR PM (practice management) and CWS (clinician workstation) modules that allow staff across all agencies of the Division to enter, track and manage services delivered to consumers in one unified database and extract records, treatment and billing information in a timely and efficient manner.

3. Describe the unique qualification required for the service or good to be purchased:

The vendor is uniquely qualified and experienced in the use and understanding of the MHDS management information system (MIS) needs and AVATAR, and possesses the necessary proficiency with AVATAR data components, database structures, transmission protocols and connectivity requirements and optimal hardware configurations, as well as the application-specific reporting compatibilities.

The Division first began implementing the AVATAR system starting in 2004, with nearly a year of time spent prior to the actual rollout to train staff in data entry and utilization of the system. It is the sole platform the Division's mental health agencies use to manage the provision of behavioral health services to consumers statewide. It is the only platform available to staff to manage and schedule services to consumers, store their medical records in accordance with HIPAA regulations, allow practitioners and clinicians to access and update those records in a uniform and timely manner, and also serves as the Division's main tool in the revenue cycle management system to collect pertinent consumer data, bill for services rendered, and process and log payments received.

4. Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:

The AVATAR system, beginning with 2004, has now become the practice management system for the Division's mental health agencies and is the primary tool for the effective management of services delivered to consumers. The vendor has previously performed services for MHDS to the Division's satisfaction, and is already knowledgeable concerning the implementation of AVATAR at MHDS as well as the structure of the database/network implementation at the Division. In addition, there is some customization of the application that can only be supported by the existing vendor, and our business process has been redesigned to take advantage of this customization.

5. What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:

Since the AVATAR system is copyrighted by Netsmart, they use a proprietary source code which is not the property of the Division. The cost to implement an entirely new practice management system for the Division and develop a new infrastructure to support it would be prohibitive, given the fact that MHDS has adapted the Division's business processes statewide in order to use the current functionality of AVATAR. If MHDS does not have access to the AVATAR system and must utilize alternate services, it could take at a minimum 2 years to bid and implement a new system. During that interim without a practice management system, it would severely impact the delivery of needed mental and behavioral health to consumers with serious needs, and not having access to AVATAR would prohibit the effective management, tracking, storage and billing abilities of the Division. The Division now has over 6 years of consumer records in the system, and the data extraction process has been designed to provide the data required by federal grant reporting, which have been used to make this application meet the federal reporting guidelines, as well as meet Joint Commission accreditation standards.

6. What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.

Since 2004, the Division has been using the Netsmart "AVATAR" system as the sole practice management platform for the mental health agencies. Netsmart owns the source code for the AVATAR system; other vendors do not have access to the code. In addition, significant amounts of customization have been made to the system to accommodate the Division's particular needs, which are not duplicated by other vendor's systems at this time.

7. How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?

Previous dealings with Netsmart have proven to be reasonably priced. In general, prices for similar practice management systems are generally comparable to Netsmart's.

8. What is the estimated value and length of the contract, amendment or request?

The estimated cost of the contract for FY's 12 and 13 is approximately \$630,000.

a. New contract Y N

b. Amendment Y N Amendment No. 51
{provide copy of previous waiver(s)} **See attached.**

MHDS hereby requests approval for Netsmart Technologies
Requesting agency Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X <u>Baxmi</u>	04/28/11
Agency Representative Initiating Request	Date
X <u>Jane Hunter, Deputy Administrator</u>	04/29/11
Agency Head Authorizing Request	Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

Signed:


X <u>NA</u>	
Reviewing Agency/Entity Signature	Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in

become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Approving Authority:

X 	5-3-11
Administrator, Purchasing Division	Date

NOTE: Approval is per the request, however the agency is encouraged to follow and adhere to the solicitation process as no further waivers will be approved. (28)

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12386**Agency Name: **MENTAL HEALTH AND DEVELOPMENTAL SERVICES**Agency Code: **408**Appropriation Unit: **3279-04**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: NEVADA FAMILY PRACTICE RES PRO

Contractor Name: **NEVADA FAMILY PRACTICE RES PRO**Address: **MOJAVE ADULT CHILD FAMILY SVCS
4000 E CHARLESTON BLVD STE 230**City/State/Zip: **LAS VEGAS, NV 89104-2321**

Contact/Phone: null702/968-4000

Vendor No.: T80976319

NV Business ID: NV19831007549

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	50.20 %	Fees	0.00 %
<input checked="" type="checkbox"/>	Federal Funds	49.80 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 07/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **2 years**4. Type of contract: **Interlocal Agreement**Contract description: **Psychiatric Services**

5. Purpose of contract:

This is a new Interlocal Agreement for psychiatric evaluations for people who exhibit severe maladaptive behaviors and mental illness, and require psychotropic medication(s). Contractor shall recommend modes of behavior programs to be used, and/or prescribe the use of appropriate medications. Contractor shall provide professional consultation to medical and non-medical staff and monitor the psychiatric needs of the people served by DRC.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$130,000.00**

Payment for services will be made at the rate of \$125.00 per clinical hour

Other basis for payment: up to 520 hours per fiscal year

II. JUSTIFICATION

7. What conditions require that this work be done?

Per the Code of Federal Regulations Title 42, Chapter 4, Part 483.45 Specialized rehabilitative services. (a) Provision of services. If specialized rehabilitative services such as but not limited to physical therapy, speechlanguage pathology, occupational therapy, and mental health rehabilitative services for mental illness and mental retardation, are required in the resident's comprehensive plan of care, the facility must: (1) Provide the required services; or (2) Obtain the required services from an outside resource (in accordance with § 483.75(h) of this part) from a provider of specialized rehabilitative services. (b) Qualifications. Specialized rehabilitative services must be provided under the written order of a physician by qualified personnel.

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

There are no State Psychiatrists available to work with the individuals served by DRC.

9. Were quotes or proposals solicited? No
 Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Per NRS 277.080 the Interlocal Cooperation Act: Vendor is another State Agency

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

FY03-present - service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
 Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dhanse6	06/21/2011 11:55:00 AM
Division Approval	mhefne1	06/28/2011 16:03:56 PM
Department Approval	mtorvine	07/05/2011 14:56:03 PM
Contract Manager Approval	dhanse6	07/06/2011 10:57:03 AM
Budget Analyst Approval	rhage1	07/11/2011 08:56:01 AM
Team Lead Approval	jteska	07/14/2011 09:32:10 AM
BOE Agenda Approval	jteska	07/14/2011 09:32:15 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12387**Agency Name: **MENTAL HEALTH AND DEVELOPMENTAL SERVICES**Agency Code: **408**Appropriation Unit: **3279-04**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: **UNLV-SCHOOL OF MEDICINE**Contractor Name: **UNLV-SCHOOL OF MEDICINE**Address: **2040 W CHARLESTON 400**City/State/Zip: **LAS VEGAS, NV 89102**Contact/Phone: **null702-671-2230**Vendor No.: **T80970405**NV Business ID: **nv19941111041**To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	50.20 %	Fees	0.00 %
<input checked="" type="checkbox"/>	Federal Funds	49.80 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date: 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **06/30/2013**Contract term: **1 year and 334 days**4. Type of contract: **Interlocal Agreement**Contract description: **Medical Director**

5. Purpose of contract:

This is a new Interlocal Agreement for Medical Director services. The contractor shall: oversee and monitor general health care and safety needs of all individuals; provide professional consultation to physicians, psychiatrists, and nursing services; participate in the development of applicable policies and procedures; attend meetings as needed for administrative and clinical issues; and actively participate in staff development. Contractor shall also provide pre-employment medical examinations requested by DRC.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$96,060.00**

Other basis for payment: Payment for Medical Director Services will be made at the rate of \$125.00 per hour for up to 336 hours per fiscal year; AND Payment for pre-employment physicals shall be at the rate of: \$131.00 per regular pre-employment examination; if necessary, \$40.00 per chest X-ray for positive reading of two-step PPD test, and if requested by the Agency, \$17.00 for the Hepatitis B Surface Antigen screening; \$8.00 for a CBC; for up to 30 physicals per fiscal year.

II. JUSTIFICATION

7. What conditions require that this work be done?

Per the code of Federal Regulations Title 42, Chapter 4, Part 483.40 Physician Services: A physician must personally approve in writing a recommendation that an individual be admitted to a facility. Each resident must remain under the care of a physician.

(a) Physician supervision. The facility must ensure that--

(1) The medical care of each resident is supervised by a physician;

and

(2) Another physician supervises the medical care of residents when their attending physician is unavailable.

(b) Physician visits. The physician must--

(1) Review the resident's total program of care, including medications and treatments, at each visit required by paragraph (c) of this section;

(2) Write, sign, and date progress notes at each visit; and

(3) Sign and date all orders.

(c) Frequency of physician visits.

(1) The resident must be seen by a physician at least once every 30 days for the first 90 days after admission, and at least once every 60 days thereafter.

(2) A physician visit is considered timely if it occurs not later than 10 days after the date the visit was required.

(3) Except as provided in paragraphs (c)(4) and (f) of this section, all required physician visits must be made by the physician personally.

(4) At the option of the physician, required visits in SNFs after the initial visit may alternate between personal visits by the physician and visits by a physician assistant, nurse practitioner, or clinical nurse specialist in accordance with paragraph (e) of this section.

(d) Availability of physicians for emergency care. The facility must provide or arrange for the provision of physician services 24 hours a day, in case of an emergency.

(e) Physician delegation of tasks in SNFs. (1) Except as specified in paragraph (e)(2) of this section, a physician may delegate tasks to a physician assistant, nurse practitioner, or clinical nurse specialist who--

(i) Meets the applicable definition in Sec. 491.2 of this chapter or, in the case of a clinical nurse specialist, is licensed as such by the State;

(ii) Is acting within the scope of practice as defined by State law;

and

(iii) Is under the supervision of the physician.

(2) A physician may not delegate a task when the regulations specify that the physician must perform it personally, or when the delegation is prohibited under State law or by the facility's own policies.

(f) Performance of physician tasks in NFs. At the option of the State, any required physician task in a NF (including tasks which the regulations specify must be performed personally by the physician) may also be satisfied when performed by a nurse practitioner, clinical nurse specialist, or physician assistant who is not an employee of the facility but who is working in collaboration with a physician.

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

This is an interlocal contract, as such; it is an agreement with another State agency as authorized by NRS 277.080 of the Interlocal Cooperation Act.

- 9. Were quotes or proposals solicited? No
Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: Not Applicable

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

- 10. Does the contract contain any IT components? No

III. OTHER INFORMATION

- 11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

- b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

- c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

- d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

FY03 - FY09, DRC. Yes, the service has been verified as satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:
Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dhanse6	06/21/2011 11:55:49 AM
Division Approval	mhefne1	06/28/2011 16:05:02 PM
Department Approval	mtorvine	07/05/2011 15:01:19 PM
Contract Manager Approval	dhanse6	07/06/2011 10:57:29 AM
Budget Analyst Approval	rhage1	07/11/2011 09:02:45 AM
Team Lead Approval	jteska	07/14/2011 10:31:14 AM
BOE Agenda Approval	jteska	07/14/2011 10:32:38 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12367**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: WESTERN EXTERMINATOR COMPANY
Agency Code: 408	Contractor Name: WESTERN EXTERMINATOR COMPANY
Appropriation Unit: 3279-07	Address: 2943 E ALEXANDER RD
Is budget authority available?: Yes	City/State/Zip: LAS VEGAS, NV 89030-7593
If "No" please explain: Not Applicable	Contact/Phone: null702/643-0998
	Vendor No.: PUR0000491E
	NV Business ID: NV19951057505

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	50.20 %	Fees	0.00 %
X Federal Funds	49.80 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date: 07/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **2 years**

4. Type of contract: **Contract**

Contract description: **Pest Control Service**

5. Purpose of contract:

This is a new contract for pest control services at the Jones Blvd. campus in Las Vegas.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$14,190.00**

Other basis for payment: **invoiced per the contract**

II. JUSTIFICATION

7. What conditions require that this work be done?

Per the Code of Federal Regulations Title 42, Chapter 4, Part 483.70:
The facility must provide a safe, functional, sanitary, and comfortable environment for the residents, staff and the public. (4)
The facility must maintain an effective pest control program so that the facility is free of pests and rodents.

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

Employees do not have necessary expertise or tools to perform this service.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Lowest responsible vendor

d. Last bid date: 02/24/2011 Anticipated re-bid date: 02/24/2015

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

FY-08 to FY10 Desert Regional Center, the service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dhanse6	06/15/2011 13:27:00 PM
Division Approval	mhefne1	07/05/2011 06:43:28 AM
Department Approval	mtorvine	07/14/2011 16:48:34 PM
Contract Manager Approval	dhanse6	07/19/2011 10:21:16 AM
Budget Analyst Approval	rhage1	07/21/2011 14:10:53 PM
Team Lead Approval	jteska	07/29/2011 10:46:31 AM
BOE Agenda Approval	jteska	07/29/2011 10:46:34 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12178**Agency Name: **MENTAL HEALTH AND DEVELOPMENTAL SERVICES**Agency Code: **408**Appropriation Unit: **3645-08**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: Catholic Healthcare West d/b/a St Mary's Regional Medical Center

Contractor Name: **Catholic Healthcare West d/b/a St Mary's Regional Medical Center**Address: **235 West Sixth Street**City/State/Zip: **Reno , NV 89503**

Contact/Phone: null775-770-3506

Vendor No.:

NV Business ID: NV20021193622

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	100.00 %	Fees	0.00 %
	Federal Funds	0.00 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on July 1, 2011; however, due to an unexpected amount of contract revisions, gathering of documentation and volume of contracts to process at the Division business office, contract preparation and submission was regrettably delayed. The dietitian position provides necessary nutritional services to the Lake's Crossing facility; as a result, services were provided prior to approval of the contract to give continuity of operations.

3. Termination Date: **06/30/2013**Contract term: **2 years**4. Type of contract: **Contract**Contract description: **Professional Service**

5. Purpose of contract:

This is a new contract to provide Registered Dietitian services to the Lake's Crossing Center fulfilling a requirement of the Joint Commission.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$24,960.00**

Other basis for payment: \$52.00 per hour, up to 240 hours per SFY

II. JUSTIFICATION

7. What conditions require that this work be done?

Joint Commission requires nutritional services provided by a registered dietitian, as a necessary component of a licensed and certified health facility

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

No Registered Dietitian position exists within the LCC budget account.

9. Were quotes or proposals solicited? **Yes**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Not chosen in preference to others. Contractor was the only respondent to solicitation and stated that nutrition services would be provided without interruption as long as necessary

d. Last bid date: 01/03/2011 Anticipated re-bid date: 01/05/2015

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

2007 to present - LCC - Satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

No b. If "No", is an exemption on file with the Nevada Secretary of State's Office?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	05/09/2011 11:08:20 AM
Division Approval	mhefne1	06/14/2011 14:45:43 PM
Department Approval	mtorvine	06/21/2011 11:45:05 AM
Contract Manager Approval	cweil	06/29/2011 07:15:39 AM
Budget Analyst Approval	rhage1	07/11/2011 09:22:03 AM
Team Lead Approval	jteska	07/14/2011 11:41:43 AM
BOE Agenda Approval	jteska	07/14/2011 11:56:22 AM
BOE Final Approval	Pending	

Memo

To: Robin Hager, Budget Analyst, Budget Division
From: Martin Hefner, Management Analyst *MHJ*
CC: Dave Prather, ASO IV
Date: June 14, 2011
Re: Retroactive status for contracts

Request for Retroactive Approval

Please consider this request for retroactive approval for the contract referenced here.

The contract was to start on July 1, 2011; however, due to an unexpected amount of contract corrections, gathering of documentation and volume of contracts to process at the Division business office, contract preparation and submission was regrettably delayed. Since this vendor provides necessary nutritional services to the Lake's Crossing facility and its consumers, services were provided prior to approval of the contract to ensure continuity of operation. We anticipate that, in the future, with new procedures put in place to ensure timely review and submission, we will greatly reduce or eliminate the need for these retroactive contracts.

Should you have any questions, please contact me at (775) 684-5943.

Thank you for your consideration.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12183**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: Reno Radiological Associates
Agency Code: 408	Contractor Name: Reno Radiological Associates
Appropriation Unit: 3645-04	Address: 5250 Neil Road - Suite 201
Is budget authority available?: Yes	City/State/Zip: Reno, NV 89502
If "No" please explain: Not Applicable	Contact/Phone: null775-823-1999
	Vendor No.:
	NV Business ID: NV19721001249

To what State Fiscal Year(s) will the contract be charged? **2012-2015**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date **08/2011**

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on July 1, 2011; however, due to an unexpected amount of contract revisions, gathering of documentation and volume of contracts to process at the Division business office, contract preparation and submission was regrettably delayed. The vendor will be providing necessary interpretation of x-ray images in accordance with community standards of practice; as a result, services were provided prior to approval of the contract to ensure continuity of operation.

3. Termination Date: **06/30/2015**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **X-ray Interpretation**

5. Purpose of contract:

This is a new contract which will provide interpretation and reporting of x-ray and imaging services performed at Renown Medical Center at the request of Lake's Crossing Center (LCC) authorized personnel. Services shall be performed in accordance with community standards of practice.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$20,000.00**

Other basis for payment: Payment for services shall be made at the rate of 85% of total billed charges

II. JUSTIFICATION

7. What conditions require that this work be done?

Pursuant to NRS 433A.360, clinical records for consumers must be dilligently maintained. Standard medical practice requires certain LCC consumers receive diagnostic x-ray or imaging services. Faciility standards require LCC staff be screened for TB at time of hire and annually thereafter.

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

Staff and facility lack the training, expertise and equipment necessary to perform these duties.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

[Empty text box]

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Agency originally solicited estimates from potential vendors in the area; NNMC and Reno Radiological were the two respondents to the solicitation. Upon further negotiation, Reno Radiological was the vendor able to provide the service under the terms offered by the agency. Further solicitation of estimates from NNMC have elicited no response, and Reno Radiological has continued to respond as able to provide services under satisfactory terms to the agency.

d. Last bid date: 01/03/2011 Anticipated re-bid date: 01/05/2015

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

2003 to present - LCC - Satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	05/09/2011 11:07:48 AM
Division Approval	mhefne1	07/07/2011 14:43:05 PM
Department Approval	mtorvine	07/07/2011 14:52:42 PM
Contract Manager Approval	cweil	07/08/2011 08:25:03 AM
Budget Analyst Approval	rhage1	07/11/2011 10:09:05 AM
Team Lead Approval	jteska	07/14/2011 12:16:13 PM
BOE Agenda Approval	jteska	07/14/2011 12:17:17 PM
BOE Final Approval	Pending	

Memo

To: Robin Hager, Budget Analyst, Budget Division
From: Martin Hefner, Management Analyst *M.H.*
CC: Dave Prather, ASO IV
Date: June 13, 2011
Re: Retroactive status for contracts

Request for Retroactive Approval

Please consider this request for retroactive approval for the contract referenced here.

The contract was to start on July 1, 2011; however, due to an unexpected amount of contract corrections, gathering of documentation and volume of contracts to process at the Division business office, contract preparation and submission was regrettably delayed. Since this vendor provides necessary radiological and imaging services to Lake's Crossing consumers, services were provided prior to approval of the contract to ensure continuity of operation. We anticipate that, in the future, with new procedures put in place to ensure timely review and submission, we will greatly reduce or eliminate the need for these retroactive contracts.

Should you have any questions, please contact me at (775) 684-5943.

Thank you for your consideration.

RECEIVED

JUL 07 2011

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12164**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: Betteridge Janitorial Services
Agency Code: 408	Contractor Name: Betteridge Janitorial Services
Appropriation Unit: 3648-04	Address: 3013 Potato Road, Ste B
Is budget authority available?: Yes	City/State/Zip: Winnemucca, NV 89445
If "No" please explain: Not Applicable	Contact/Phone: null775-625-3878
	Vendor No.:
	NV Business ID: NV20111282268

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/07/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on July 7, 2011; however, due to unexpected contract revisions and time needed to gather additional documentation, contract preparation and submission was unfortunately delayed. Janitorial services are a requirement of our lease agreement thru Buildings and Grounds and to provide a healthful work environment for employees and clients; as a result services were provided prior to approval of the contract to provide continuity of operation.

3. Termination Date: **06/30/2013**
Contract term: **1 year and 359 days**

4. Type of contract: **Contract**
Contract description: **Janitorial Service**

5. Purpose of contract:

This is a new contract to provide janitorial services to the Battle Mountain and Winnemucca Mental Health Centers and provide a clean, sanitary facility for consumer use.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$16,080.00**

Payment for services will be made at the rate of \$670.00 per month

Other basis for payment: Battle Mountain FY12 \$260.00 per month x 12 months = \$3,120.00, FY13 \$260.00 per month x 12 months = \$3,120.00 and Winnemucca FY12 \$410.00 per month x 12 months = \$4,920.00, FY13 \$410.00 per month x 12 months = \$4,920.00.

II. JUSTIFICATION

7. What conditions require that this work be done?

The Mental Health Centers need to be cleaned for the health and welfare of the clients and employees of the centers.

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

No employees are available in these rural areas to provide these services.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

[Empty text box]

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Betteridge Janitorial was the only vendor who submitted a bid proposal.

d. Last bid date: 04/05/2011 Anticipated re-bid date: 03/31/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Started on 07/01/04 to present with Rural Services. This contractor has provided satisfactory service.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Sole Proprietor

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	07/05/2011 06:58:40 AM
Division Approval	mhefne1	07/07/2011 11:31:10 AM
Department Approval	mtorvine	07/14/2011 08:19:21 AM
Contract Manager Approval	jlyma2	07/14/2011 16:03:05 PM
Budget Analyst Approval	rhage1	07/14/2011 16:13:11 PM
Team Lead Approval	jteska	07/20/2011 16:17:57 PM
BOE Agenda Approval	jteska	07/20/2011 16:18:01 PM
BOE Final Approval	Pending	

Memo

To: Robin Hager, Budget Analyst, Budget Division
From: Christine Goetz
CC: Kendall Howard, ASO III
Date: June 30, 2011
Re: Retroactive status for contracts

Request for Retroactive Approval

Please consider this request for retroactive approval for the contract referenced here.

The contract was to start on July 1, 2011; however, due to unexpected contract revisions and time spent gathering of documentation, contract preparation and submission was regrettably delayed. Since this vendor provides janitorial services necessary to maintain clean and sanitary clinic facilities, services were provided prior to approval of the contract to ensure continuity of operation. We anticipate that, in the future, with new procedures put in place to ensure timely review and submission, we will greatly reduce or eliminate the need for these retroactive contracts.

Should you have any questions, please contact me at (775) 687-5162.

Thank you for your consideration.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12095**

Agency Name:	MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name:	Cassidy Classic Cleaning
Agency Code:	408	Contractor Name:	Cassidy Classic Cleaning
Appropriation Unit:	3648-04	Address:	Cassidy, Brian DBA 1101 Centerville Lane Gardnerville, NV 89460
Is budget authority available?:	Yes	City/State/Zip:	Gardnerville, NV 89460
If "No" please explain:	Not Applicable	Contact/Phone:	Brian Cassidy 775-265-6158
		Vendor No.:	
		NV Business ID:	NV20101108470
To what State Fiscal Year(s) will the contract be charged?	2012-2013		

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	100.00 %	Fees	0.00 %
	Federal Funds	0.00 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: 408

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/07/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on July 7, 2011; however, due to unexpected contract revisions and time spent gathering documentation, contract preparation and submission was unfortunately delayed. Janitorial services are a requirement of our lease thru Buildings and Grounds and to provide a healthful work environment for employees and clients; as a result services were provided prior to approval of the contract to provide continuity of operation.

3. Termination Date: **06/30/2013**Contract term: **1 year and 359 days**4. Type of contract: **Contract**Contract description: **Janitorial service**

5. Purpose of contract:

This is a new contract is to provide janitorial services to the Douglas Mental Health Center and provide a clean, sanitary facility for consumer use.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$21,720.00**

Payment for services will be made at the rate of \$905.00 per month

Other basis for payment: FY 12 \$905.00 per month x 12 months = \$10,860.00 and FY13 \$905.00 per month x 12 months = \$10,860.00

II. JUSTIFICATION

7. What conditions require that this work be done?

The Mental Health Centers need to be cleaned for the health and welfare of the clients and employees of the centers.

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

No state employees are available in these rural areas to provide these services.

9. Were quotes or proposals solicited?

Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

[Empty text box]

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Cassidy Classic Cleaning was the only vendor who submitted a bid proposal.

d. Last bid date: 04/05/2011 Anticipated re-bid date: 03/31/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Started on 04/20/98 to present with Rural Services. This contractor has provided satisfactory service.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Sole Proprietor

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	07/05/2011 09:14:46 AM
Division Approval	mhefne1	07/07/2011 11:28:57 AM
Department Approval	mtorvine	07/14/2011 08:16:10 AM
Contract Manager Approval	jlyma2	07/14/2011 16:02:38 PM
Budget Analyst Approval	rhage1	07/14/2011 16:11:02 PM
Team Lead Approval	jteska	07/20/2011 16:28:20 PM
BOE Agenda Approval	jteska	07/20/2011 16:28:25 PM
BOE Final Approval	Pending	

Memo

To: Robin Hager, Budget Analyst, Budget Division
From: Christine Goetz
CC: Kendall Howard, ASO III
Date: June 30, 2011
Re: Retroactive status for contracts

Request for Retroactive Approval

Please consider this request for retroactive approval for the contract referenced here.

The contract was to start on July 1, 2011; however, due to unexpected contract revisions and time spent gathering of documentation, contract preparation and submission was regrettably delayed. Since this vendor provides janitorial services necessary to maintain clean and sanitary clinic facilities, services were provided prior to approval of the contract to ensure continuity of operation. We anticipate that, in the future, with new procedures put in place to ensure timely review and submission, we will greatly reduce or eliminate the need for these retroactive contracts.

Should you have any questions, please contact me at (775) 687-5162.

Thank you for your consideration.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12104**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: Mason Valley Janitorial
Agency Code: 408	Contractor Name: Mason Valley Janitorial
Appropriation Unit: 3648-04	Address: 8 Van Fleet Drive
Is budget authority available?: Yes	City/State/Zip: Yerington, NV 89447
If "No" please explain: Not Applicable	Contact/Phone: Scott Edwards 775-463-2052
	Vendor No.:
	NV Business ID: NV20101023107

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/07/2011**
Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was to start on July 7, 2011; however, due to unexpected contract revisions and time spent gathering documentation, contract preparation and submission was unfortunately delayed. Janitorial services are a requirement of our lease agreement thru Buildings and Grounds and to provide a healthful work environment for employees and clients; as a result services were provided prior to approval of the contract to provide continuity of operation.

3. Termination Date: **06/30/2013**
Contract term: **1 year and 359 days**

4. Type of contract: **Contract**
Contract description: **Janitorial services**

5. Purpose of contract:
This is a new contract to provide janitorial services for the Yerington Mental Health Center.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$10,300.00**
Payment for services will be made at the rate of \$400.00 per month
Other basis for payment: FY12 \$400.00 per month x 12 months = \$4,800.00 + \$350.00 for one annual carpet cleaning = \$5,150.00 and FY13 \$400.00 per month x 12 months = \$4,800.00 + \$350.00 for one annual carpet cleaning = \$5,150.00.

II. JUSTIFICATION

7. What conditions require that this work be done?

The Mental Health Centers need to be cleaned for the health and welfare of the clients and employees of the centers.

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

No state employees are available in these areas to provides these services.

9. Were quotes or proposals solicited? **Yes**
Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Mason Valley Janitorial was the only vendor to submit a bid proposal.

d. Last bid date: 04/05/2011 Anticipated re-bid date: 03/31/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Started on 06/04/07 to present with Rural Services. This contractor has provided satisfactory service.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Sole Proprietor

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	07/05/2011 08:57:29 AM
Division Approval	mhefne1	07/07/2011 11:41:13 AM
Department Approval	mtorvine	07/14/2011 08:31:52 AM
Contract Manager Approval	jlyma2	07/14/2011 16:02:13 PM
Budget Analyst Approval	rhage1	07/14/2011 16:08:52 PM
Team Lead Approval	jteska	07/20/2011 16:29:46 PM
BOE Agenda Approval	jteska	07/20/2011 16:29:49 PM
BOE Final Approval	Pending	

Memo

To: Robin Hager, Budget Analyst, Budget Division
From: Christine Goetz
CC: Kendall Howard, ASO III
Date: June 30, 2011
Re: Retroactive status for contracts

Request for Retroactive Approval

Please consider this request for retroactive approval for the contract referenced here.

The contract was to start on July 1, 2011; however, due to unexpected contract revisions and time spent gathering of documentation, contract preparation and submission was regrettably delayed. Since this vendor provides janitorial services necessary to maintain clean and sanitary clinic facilities, services were provided prior to approval of the contract to ensure continuity of operation. We anticipate that, in the future, with new procedures put in place to ensure timely review and submission, we will greatly reduce or eliminate the need for these retroactive contracts.

Should you have any questions, please contact me at (775) 687-5162.

Thank you for your consideration.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12354**

Agency Name: MENTAL HEALTH AND DEVELOPMENTAL SERVICES	Legal Entity Name: UNR Medschool Associates North
Agency Code: 408	Contractor Name: UNR Medschool Associates North
Appropriation Unit: 3648-08	Address: 401 W 2nd Street, Ste 216
Is budget authority available?: Yes	City/State/Zip: Reno, NV 89503
If "No" please explain: Not Applicable	Contact/Phone: null775-784-1223
	Vendor No.: T80991321 B
	NV Business ID: NV19981273600

To what State Fiscal Year(s) will the contract be charged? **2012**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	86.00 %	Fees	0.00 %
<input checked="" type="checkbox"/> Federal Funds	9.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<input checked="" type="checkbox"/> Other funding	5.00 % Client Charges / Insurance Recovery

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**
Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was held up due to final budgetary discussions in determining available hours to work and payable mileage before contract could be completed. In the future we will work toward processing contracts in a more timely manner.

3. Termination Date: **06/30/2012**

Contract term: **1 year**

4. Type of contract: **Interlocal Agreement**

Contract description: **Psychiatric services**

5. Purpose of contract:

This is a new contract to provide psychiatric therapeutic services, including crisis intervention, individual, group and family counseling for seriously emotionally disturbed youth and adults located in the rural Nevada. Contracted psychiatric services are provided where staff vacancies exist to ensure adequate coverage in the mental health clinics.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$38,700.00**

Payment for services will be made at the rate of \$135.00 per hour

Other basis for payment: Hawthorne \$135.00 per clinical hour x 11 hours x 12 months = \$17,820.00 , Yerington \$135.00 per clinical hour x 11 hours x 12 months = \$17,820.00 and \$.51 per mile x 500 miles x 12 months = \$3,060.00

II. JUSTIFICATION

7. What conditions require that this work be done?

NRS 436.123 and NRS 433.344 Rural Services provide outpatient programs requiring the services of psychiatrists. When vacancies occur in the medical staff, contracted psychiatric services are required to ensure adequate coverage for consumers.

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

Staff psychiatrists typically perform these services, however when vacancies occur, coverage is required by Joint Commission until other psychiatrists are hired or return to work from vacations, leaves, etc...

9. Were quotes or proposals solicited? No
 Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This contractor is a qualified candidate who is willing to work in this area of rural Nevada under the terms we were able to offer.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Started on 09/10/04 to present with Rural Services and contractor provides satisfactory service.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mhefne1	07/14/2011 07:07:58 AM
Division Approval	mhefne1	07/14/2011 07:08:02 AM
Department Approval	mtorvine	07/14/2011 16:59:52 PM
Contract Manager Approval	jlyma2	07/15/2011 07:10:42 AM
Budget Analyst Approval	jteska	07/29/2011 10:41:34 AM
Team Lead Approval	jteska	07/29/2011 10:41:40 AM
BOE Agenda Approval	jteska	07/29/2011 10:41:45 AM
BOE Final Approval	Pending	



STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES
4126 Technology Way, Suite 201
Carson City, Nevada 89706
Phone (775) 684-5943 • Fax (775) 684-5966

BRIAN SANDOVAL
Governor
MICHAEL J. WILLDEN
Director

HAROLD COOK, Ph.D.
Administrator
JANE GRUNER
Deputy Administrator

To: Robin Hagar, Budget Analyst
From: Barbara Legier, Agency Director Rural Services
Kendall Howard, ASO Rural Services
Thur: Dave Prather, MHDS ASO
Date: 6/17/2011
Re: Retro Active contract justification

Bar
Kendall Howard

This contract was delayed due to final budgetary discussion to determine available hours to work and payable mileage before the contract could be completed. UNR Medical School Associates provides clinical services at the Yerington and Hawthorne Mental Health Centers and it is important that we provide continuity of care for the clients by continuing providing these needed mental health services to the community.



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Administrator

JANE GRUNER

Deputy Administrator

To: Robin Hagar, Budget Analyst

From: Barbara Legier, Agency Director Rural Services

Sally Mitchell, Director of Nurses Rural Services

Kendall Howard, ASO Rural Services

Thru: Dave Prather, MHDS ASO

Date: 6/17/2011

Re: Justification to retain UNR/Rural Services MD

We would like to retain Dr Theinhaus as one of our contract MD providers in Hawthorne and Tonopah. Dr Theinhaus travels on site to Hawthorne and Tonopah weekly to see patients. These are very difficult rural clinic locations to recruit physicians. In addition, we continue to have recruitment difficulties for physicians, nurse practitioners and nurses due to the salary we are able to provide due to budgetary restrictions. Due to these issues, we respectfully request to retain Dr Theinhaus as one of our contracted physicians. To our knowledge there should be no conflict between Dr Theinhaus's UNR hours and his contract work at Hawthorne and Tonopah to date. However, we plan to obtain a formal signed statement indicating that he will not bill both agencies for the same time period. We will also see how we can work with UNR to provide billing information assuring compliance.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12383**

Agency Name: CHILD AND FAMILY SERVICES DIVISION	Legal Entity Name: ANALISAS BEAUTY SALON LLC
Agency Code: 409	Contractor Name: ANALISAS BEAUTY SALON LLC
Appropriation Unit: 3179-04	Address: PO BOX 274
Is budget authority available?: Yes	City/State/Zip: CALIENTE, NV 89008
If "No" please explain: Not Applicable	Contact/Phone: null775/726-3970
	Vendor No.: T27018972
	NV Business ID: NV20111215990

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Barber Services**

5. Purpose of contract:

This is a new contract to provide barber services to the youth residing at the Caliente Youth Center.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$17,496.00**

Payment for services will be made at the rate of \$6.75 per Haircut

Other basis for payment: Costs were calculated as follows: \$6.75 per haircut, 100 haircuts per month, 12 months (100 X 6.75 X 12 =8,100) + turnover rate of 8% (96 X 1 X 6.75 = 648.00) = a total of \$8,748.00 per year. Although this is over the funded amount we will be reducing the amount of haircuts as needed to remain within the appropriated budget.

II. JUSTIFICATION

7. What conditions require that this work be done?

Youth in residence are required to have regular barber services provided by a licensed professional in order to maintain appropriate grooming standards.

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

We do not have a licensed state employee with the Caliente area to performs this service.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

We placed a notice in the local newspaper requesting bids and Analisa's Beauty Salon was the only vendor to submit a bid.

d. Last bid date: 04/01/2011 Anticipated re-bid date: 04/01/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Currently with the Department of Health and Human Services, Division of Child and Family Services. Service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:
Sole Proprietor

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dkluever	06/22/2011 08:53:40 AM
Division Approval	dkluever	06/22/2011 08:53:44 AM
Department Approval	mtorvine	07/05/2011 11:00:38 AM
Contract Manager Approval	rjacob3	07/06/2011 08:26:57 AM
Budget Analyst Approval	nhovden	07/12/2011 12:50:06 PM
Team Lead Approval	jteska	07/14/2011 13:01:14 PM
BOE Agenda Approval	jteska	07/14/2011 13:01:18 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12352**

Agency Name: CHILD AND FAMILY SERVICES DIVISION	Legal Entity Name: MARSH, GARY C DBA ALL TOGETHER CLEANING
Agency Code: 409	Contractor Name: MARSH, GARY C DBA ALL TOGETHER CLEANING
Appropriation Unit: 3229-07	Address: 1300 BELL AIRE LN
Is budget authority available?: Yes	City/State/Zip: FALLON, NV 89406-8203
If "No" please explain: Not Applicable	Contact/Phone: null775/426-9052
	Vendor No.: T27004085
	NV Business ID: NV20101200977

To what State Fiscal Year(s) will the contract be charged? **2012-2015**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	65.00 %	Fees	0.00 %
X Federal Funds	35.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: 409

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **09/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **08/31/2014**

Contract term: **3 years**

4. Type of contract: **Contract**

Contract description: **Janitorial Services**

5. Purpose of contract:

This is a new contract to provide janitorial services to the Division of Child and Family Services office located in Fallon, NV.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$27,900.00**

Payment for services will be made at the rate of \$775.00 per month

II. JUSTIFICATION

7. What conditions require that this work be done?

These services are needed to ensure the cleanliness, health, and safety to staff and clients that work in and visit the building.

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

There are no positions allocated to perform these duties and no available staff to perform the required duties of a janitor.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

All Together Cleaning had the lowest bid at \$775 per month and they have a current contract performing the same services.

d. Last bid date: 03/01/2011 Anticipated re-bid date: 06/01/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Fiscal year 2006 to Fiscal Year 2011 for the Division of Child and Family Services and service was satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Sole Proprietor

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

No b. If "No", is an exemption on file with the Nevada Secretary of State's Office?

Yes

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dkluever	06/22/2011 08:55:43 AM
Division Approval	dkluever	06/22/2011 08:55:53 AM
Department Approval	mtorvine	07/06/2011 12:40:26 PM
Contract Manager Approval	scas1	07/11/2011 16:16:48 PM
Budget Analyst Approval	nhovden	07/12/2011 13:54:07 PM
Team Lead Approval	jteska	07/14/2011 12:58:31 PM
BOE Agenda Approval	jteska	07/14/2011 12:58:37 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12397**

Agency Name: CHILD AND FAMILY SERVICES DIVISION	Legal Entity Name: CORNELL COMPANIES OF CA INC
Agency Code: 409	Contractor Name: CORNELL COMPANIES OF CA INC
Appropriation Unit: 3263-36	Address: GEO CARE INC LVCCC 2901 INDUSTRIAL RD
Is budget authority available?: Yes	City/State/Zip: LAS VEGAS, NV 89109-1135
If "No" please explain: Not Applicable	Contact/Phone: null702/953-1162
	Vendor No.: T27009639A
	NV Business ID: NV20051159943

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: 409

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

This contract was delayed because Cornell Companies was purchased by The GEO Group. This process added an additional 15 days to the contract negotiations. In addition, The GEO Group was not able to have the new contract approved by the new management until June 22, 2011.

3. Termination Date: **06/30/2013**

Contract term: **2 years**

4. Type of contract: **Contract**

Contract description: **Youth Parole**

5. Purpose of contract:

This is a new contract to provide residential services for high-risk individuals 18-21 years of age, under Youth Parole Bureau's jurisdiction, to include: case management, job development, substance abuse counseling, drug testing, three meals daily, free laundry facilities, monthly bus passes, and a discharge/termination summary report.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$300,000.00**

Payment for services will be made at the rate of \$67.41 per day

II. JUSTIFICATION

7. What conditions require that this work be done?

Mandated by Nevada Revised Statute 63.730 to provide placement services for high-risk individuals age 18-21, under the jurisdiction of the Youth Parole Bureau.

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

The State does not have a facility or personnel equipped or trained to supply these services to high-risk youth.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Sole Source Contract (As Approved by Chief of Purchasing)**

Approval #: 110504

Approval Date: 05/03/2011

c. Why was this contractor chosen in preference to other?

This is a sole source vendor.

d. Last bid date:

Anticipated re-bid date: 01/01/2013

10. Does the contract contain any IT components?

No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No

If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No

If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No

If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes

If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Currently with the Department of Health and Human Services, Division of Child and Family Services. Service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No

If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	pcolegro	07/01/2011 14:39:53 PM
Division Approval	dkluever	07/06/2011 15:33:43 PM
Department Approval	mtorvine	07/13/2011 09:26:44 AM
Contract Manager Approval	scas1	07/13/2011 15:56:17 PM
Budget Analyst Approval	nhovden	07/13/2011 16:03:35 PM
Team Lead Approval	jteska	07/14/2011 09:07:38 AM
BOE Agenda Approval	jteska	07/14/2011 09:07:42 AM
BOE Final Approval	Pending	



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
JUVENILE SERVICES
4126 Technology Way, 3rd Floor
Carson City, Nevada 89706
(775) 684-4400

MEMORANDUM

DATE: June 28, 2011

TO: Stephanie Day, Interim Director
Budget Division

THROUGH Diane Comeaux, Administrator *DMK*
for Division of Child and Family Services

FROM: Fernando Serrano, Deputy Administrator, Juvenile Services
Division of Child and Family Services *FS*

RE: Retroactive Contract Date

A retroactive effective date of July 1, 2011, is requested for this Independent Contract with GEO Care, Las Vegas Community Correctional Center. This contract provides for placement services of high-risk individuals age 18 to 21 under the jurisdiction of the Division of Child and Family Services, Youth Parole Bureau, as required by Nevada Revised Statute 63.730.

The BOE date for this contract will be August, 2011; therefore we are requesting a retroactive extension. The contract was delayed due to the fact that Cornell Companies was purchased by The GEO Group. This process added in excess of forty five (45) working days to the process. Without this delay, we would have made the June 2011 deadline set by the Budget Office. There were also some other barriers throughout the process. These included rate negotiations, waiting for paperwork from the contractor and insurance verification. Approval of this retroactivity request would be greatly appreciated as it is important to not interrupt these client services. I can assure you that next time we will set a different timeline so that these contracts are submitted prior to the deadline.

Thank you for your consideration of this request. If you have any questions, contact me at 775.684. 4429.



BRIAN SANDOVAL
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
615 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
110504

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. Identify State agency and the contact person's name, title, telephone number and email address for this request:

Department of Health and Human Services
Division of Child and Family Services -- Youth Parole Bureau
Fernando Serrano
Deputy Administrator
(775) 684-7943
fserrano@dchfs.nv.gov

- b. Vendor contact information:
Cornell Corrections of California, Inc.
Las Vegas Community Corrections Center
John Casale, Program Director
(702) 953-1162
jcasale@cornellcompanies.com

- c. Type of waiver requested: Sole or single source Professional Service Exemption

2. Description of work/services to be performed or commodity/good to be purchased:
Provision of a highly structured community-based residential service for individuals under the jurisdiction of the Division of Child and Family Services, Youth Parole Bureau. The population to be served through this procurement is for individuals that have been adjudicated for offenses as juveniles and have now reached the age of majority; yet, need, or are mandated by Nevada Revised Statute and Federal Law, to continue to receive Nevada Youth Parole Bureau supervision and services. Cornell Companies, Las Vegas Community Corrections Center, will provide residential services for individuals 18-21 years of age, under Youth Parole jurisdiction, to include: case management; job development; substance abuse counseling; drug testing, three (3) meals daily; free laundry facilities; transportation assistance; and a discharge/termination summary.
3. Describe the unique qualification required for the service or good to be purchased:
Ability to provide residential services, treatment services and rigid supervision to high-risk individuals (18-21 years of age) that have a long history of placement failures, high risk criminogenic factors, often are afflicted with mental illness, may or may not be receiving psychotropic medications and have serious and chronic adjudication records that may include sexual offenses.

4. Explain why this service or good cannot be competitively bid; if an emergency purchase please justify: Cornell Companies, Las Vegas Community Corrections Center, is able to provide residential services, along with assisting in vocational and adult mental health needs, to individuals under the jurisdiction of the Nevada Youth Parole Bureau who have reached the age of majority while in a juvenile correctional setting prior to attaining parole status. Child Welfare group home licensing prevents residential providers from accepting individuals who are 18-21 years old. Licensing prevents adult and juvenile populations being co-mingled. The only exception is individuals who turn the age of majority while in the residential placement. Hence, Las Vegas Community Corrections Center is the only viable placement option for individuals under Youth Parole Bureau jurisdiction who reach the age of majority (18-21 years of age) and then attain parole status. NRS mandates that certain individuals adjudicated for serious offenses as juveniles remain on parole until the age of 21.
5. What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:
No viable placement options will be able to be secured for individuals under Youth Parole Bureau jurisdiction who are 18-21 years of age. This would force the Youth Parole Bureau to place these individuals in homeless shelters when alternative placement options are not available.
6. What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.
The Youth Parole Bureau has solicited virtually every residential provider statewide to determine if there is a willingness to accept the 18-21 year old population. Providers' responses are that licensing prevents the acceptance of individuals who have reached the age of majority (18-21 years old).
7. How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?
The Youth Parole Bureau compared the daily Medicaid billing rates for current group home providers statewide and the rate charged by Cornell Companies, Las Vegas Community Corrections Center, is less than the daily rate billed Medicaid for like services.
8. What is the estimated value and length of the contract, amendment or request.
The length of the current contract is from upon BOE approval until June 30, 2013 (two years with option to renew), with a contract value of \$300,000.

a. New contract Y N

b. Amendment Y N Amendment No. _____
{provide copy of previous waiver(s)}

DHHS/Division of Child and Family
Services -- Nevada Youth Parole
Bureau

hereby requests approval for

Cornell Corrections of California,
Inc., Las Vegas Community
Corrections Center

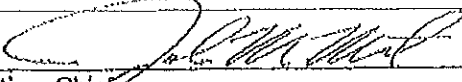

Requesting agency

Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X		04.21.11
	John Martin - Chief Agency Representative Initiating Request	Date
X		
	Fernando Serrano - Deputy Administrator Agency Head/Division Chief/Authorized Designee	Date 4-25-11

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

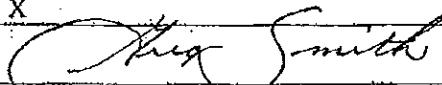
Signed:


X		
	Reviewing Agency/Entity Signature	Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:

X		5-3-11
	Administrator, Purchasing Division	Date

NOTE: While this request is approved. The agency is directed to perform the solicitation process in the future. I acknowledge this may be the only respondent, but the process should be followed. Approval is valid through June 30, 2013.


CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12381**

Agency Name: CHILD AND FAMILY SERVICES DIVISION	Legal Entity Name: BHC HEALTH SERVICES OF NEVADA
Agency Code: 409	Contractor Name: BHC HEALTH SERVICES OF NEVADA
Appropriation Unit: 3281-16	Address: DBA WEST HILLS HOSPITAL PO BOX 30012
Is budget authority available?: Yes	City/State/Zip: RENO, NV 89520-3012
If "No" please explain: Not Applicable	Contact/Phone: null775/323-0478
	Vendor No.: T80972445
	NV Business ID: NV19931039404

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Psychiatric Care**

5. Purpose of contract:

This is a new contract to provide services at a cost of the current Nevada Medicaid rate for services provided under revenue code 0124 (daily rate for semi-private room and board for psychiatric hospital) and CPT codes 99223 (initial hospital care per day including evaluation and management of patient by admitting physician), 99232 (subsequent hospital care per day for evaluation and management of a patient by the physician) and 99239 (hospital discharge day manage more than 30 minutes) only. Other services provided as part of the acute psychiatric stay will not be reimbursed. The maximum amount of payments under budget account 3281 cannot exceed \$155,040.00 per fiscal year and the maximum amount of payments for budget account 3229 cannot exceed \$53,040.00 per fiscal year with the total contract or installments payable: upon receipt of approved invoice, not to exceed \$416,160.00.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$416,160.00**

Other basis for payment: All approved services will be paid at Medicaid rates only.

II. JUSTIFICATION

7. What conditions require that this work be done?

The conditions for utilization of this service are to provide acute psychiatric hospitalization to children who represent a clear and immediate danger to themselves or others. The provisions of hospitalization are for clients who are suicidal, unable to care for themselves and/or at risk to harm others is the standard of care that insures client safety. The children who are provided services do not have health insurance that would ordinarily cover these services.

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

The state lacks the staffing resources and facilities to treat children in need of crisis intervention and acute care.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Sole Source Contract (As Approved by Chief of Purchasing)**

Approval #: 110507

Approval Date: 05/13/2011

c. Why was this contractor chosen in preference to other?

This vendor is a sole source for these services.

d. Last bid date: 05/05/2011 Anticipated re-bid date: 03/01/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Currently with the Department of Health and Human Services, Division of Child and Family Services. Service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dkluever	06/22/2011 08:48:04 AM
Division Approval	dkluever	06/22/2011 08:48:07 AM
Department Approval	mtorvine	07/05/2011 10:47:07 AM
Contract Manager Approval	rjacob3	07/06/2011 09:12:50 AM
Budget Analyst Approval	nhovden	07/12/2011 12:30:14 PM
Team Lead Approval	jteska	07/14/2011 13:06:31 PM
BOE Agenda Approval	jteska	07/14/2011 13:06:37 PM
BOE Final Approval	Pending	



Brian Sandoval
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
110507

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. Identify State agency and the contact person's name, title, telephone number and email address for this request:

Division of Child and Family Services
Jeffrey Morrow, ASO IV
(702) 486-0459
Email: jmorrow@dcsf.nv.gov

- b. Vendor contact information:

BHC Health Services, Inc. dba West Hills Hospital
1240 West Ninth St.
Reno, NV 89512
Jeff Rice, CEO
(775) 323-0478

- c. Type of waiver requested: Sole or single source Professional Service Exemption

2. Description of work/services to be performed or commodity/good to be purchased:
Acute Psychiatric Hospitalization

3. Describe the unique qualification required for the service or good to be purchased:
West Hills Hospital is the only Joint Commission Accreditation of Health Organization (JCAHO) accredited hospital providing acute psychiatric services to children and adolescents in the area.

4. Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:
There are no other psychiatric hospitals in the area.

5. What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:
The State of Nevada would pay higher costs because the only hospitals would be out of state.

6. What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.
Inquired of Psychiatrist at the University of Nevada Reno School of Medicine to verify that there are no other psychiatric hospitals in Northern Nevada.

7. How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?
The agency looked at Medicaid rates and determined that the rate requested was fair.

Approximately \$900,000 3 years

a. New contract Y N

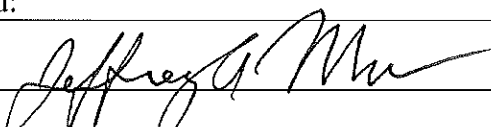
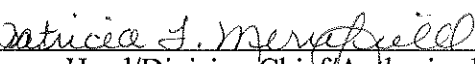
b. Amendment Y N Amendment No. _____
{provide copy of previous waiver(s)}

Division of Child and Family Services hereby requests approval for BHC Health Services Inc dba West Hills Hospital
Requesting agency Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X		5/5/11
	Agency Representative Initiating Request	Date
X		5/10/11
	Agency Head/Division Chief/Authorized Designee	Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

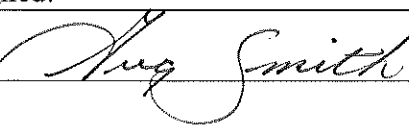
Signed:

X		
	Reviewing Agency/Entity Signature	Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:

X		5-13-11

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12441**

Agency Name:	ADJUTANT GENERAL & NATL GUARD	Legal Entity Name:	JBR ENVIRONMENTAL CONSULTANTS
Agency Code:	431	Contractor Name:	JBR ENVIRONMENTAL CONSULTANTS
Appropriation Unit:	3650-16	Address:	INC 8160 S HIGHLAND DR
Is budget authority available?:	Yes	City/State/Zip:	SANDY, UT 84093
If "No" please explain:	Not Applicable		
		Contact/Phone:	null801/943-4144
		Vendor No.:	T27006724
		NV Business ID:	NV20101171742

To what State Fiscal Year(s) will the contract be charged? **2012**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: 029-2011

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **12/30/2011**Contract term: **151 days**4. Type of contract: **Contract**Contract description: **Waste Management**

5. Purpose of contract:

This is a new contract to provide all labor, materials, and equipment necessary to perform solid and hazardous waste management risk evaluation (auditing) of Nevada Army National Guard (NVARNG) facilities and transporters used for transporting, storing, and disposing of hazardous and non-hazardous wastes.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$10,800.00**

Payment for services will be made at the rate of \$10,800.00 per invoice

II. JUSTIFICATION

7. What conditions require that this work be done?

Risk evaluation (audit) of waste transport, storage and disposal facilities used by the NVARNG in order to ensure that the NVARNG is in a better compliance status of facilities, management system improvements and reduce/eliminate potential legal and financial liabilities.

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

State employees do not possess requisite skills and certifications to conduct an Environmental Audit.9. Were quotes or proposals solicited? **Yes**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Per NAC 333.150, vendor has requisite skills and certifications to perform the Environmental Evaluation Audit.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jmcentee	07/07/2011 15:16:24 PM
Division Approval	jmcentee	07/07/2011 15:16:28 PM
Department Approval	jmcentee	07/07/2011 15:16:32 PM
Contract Manager Approval	criley	07/07/2011 15:19:50 PM
Budget Analyst Approval	jborrowm	07/08/2011 11:36:20 AM
Team Lead Approval	jteska	07/08/2011 15:52:12 PM
BOE Agenda Approval	jteska	07/08/2011 15:52:17 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12348**

Agency Name: DEPARTMENT OF CORRECTIONS	Legal Entity Name: Schneider Electric Buildings Americas, Inc.
Agency Code: 440	Contractor Name: Schneider Electric Buildings Americas, Inc.
Appropriation Unit: 3715-09	Address: 5720 S. Arville St.
Is budget authority available?: Yes	City/State/Zip: Las Vegas, NV 89118
If "No" please explain: Not Applicable	Contact/Phone: Jason Cavizo 702.896.8300
	Vendor No.: PUR0001005
	NV Business ID: NV20071402383

To what State Fiscal Year(s) will the contract be charged? **2012-2015**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

X General Funds	100.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2015**

Contract term: **3 years and 334 days**

4. Type of contract: **Contract**

Contract description: **Temp. Control Maint.**

5. Purpose of contract:

This is a new contract to provide preventative maintenance and system support for the temperature control systems at Florence McClure Women's Correctional Center (FMWCC), High Desert State Prison (HDSP) and Southern Nevada Correctional Center (SNCC).

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$68,207.00**

Other basis for payment: Upon completion of services and submission of invoice.

II. JUSTIFICATION

7. What conditions require that this work be done?

To preserve State property.

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

The Department of Corrections does not have the expertise and/or equipment. No other State agency provides these services.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

After a thorough review of technical and cost proposals, the RFP evaluation committee members scored Schneider Electric highest and was awarded the contract for FMWCC, HDSP and SNCC. Because of proprietary software, they were unable to bid on Southern Desert Correctional Center and Three Lakes Valley Conservation Camp. ABS was awarded the contract for those facilities as the RFP allowed for multiple contract awards.

d. Last bid date: 04/19/2011 Anticipated re-bid date: 04/19/2015

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

FY03 - current; Department of Corrections. Service has been verified as satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	carnol1	07/11/2011 08:09:21 AM
Division Approval	bfarris	07/13/2011 11:55:05 AM
Department Approval	dreed	07/13/2011 14:42:25 PM
Contract Manager Approval	cphenix	07/13/2011 14:53:06 PM
Budget Analyst Approval	sbrown	07/14/2011 15:38:30 PM
Team Lead Approval	cwatson	07/15/2011 14:59:51 PM
BOE Agenda Approval	cwatson	07/15/2011 14:59:55 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12496**

Agency Name: DPS-INVESTIGATION DIVISION	Legal Entity Name: Black Rock, LLC
Agency Code: 653	Contractor Name: Black Rock, LLC
Appropriation Unit: 3743-31	Address: 995 Market Street, 15th Floor
Is budget authority available?: Yes	City/State/Zip: San Francisco, CA 94103
If "No" please explain: Not Applicable	Contact/Phone: Ray Allen 415-865-3800
	Vendor No.:
	NV Business ID: NV19991008092
To what State Fiscal Year(s) will the contract be charged?	2012

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Revenue

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **08/28/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **12/31/2011**

Contract term: **125 days**

4. Type of contract: **Revenue Contract**

Contract description: **Overtime Reimbursmnt**

5. Purpose of contract:

This is a new revenue contract to provide undercover law enforcement services for the 2011 Burning Man event. Black Rock City, LLC is required by the Federal Bureau of Land Management to contract with the Department of Public Safety, Investigations Division, for undercover officers during the 2011 event.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$24,536.00**

Other basis for payment: Per Attachment A, fee schedule

II. JUSTIFICATION

7. What conditions require that this work be done?

The BLM requires Black Rock City, LLC to contract with the Nevada Department of Public Safety for undercover officers during the annual event.

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

Department of Public Safety officers are providing this service. This is a revenue contract.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

N/A

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Black Rock City, LLC has contracted with the Department of Public Safety for the past several years.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jbauer	07/22/2011 14:16:42 PM
Division Approval	pbowers	07/22/2011 14:21:08 PM
Department Approval	mteska	07/22/2011 14:28:03 PM
Contract Manager Approval	jbauer	07/22/2011 14:29:59 PM
Budget Analyst Approval	jstrandb	07/25/2011 11:04:48 AM
Team Lead Approval	jmurph1	07/25/2011 11:35:01 AM
BOE Agenda Approval	jmurph1	07/25/2011 11:35:05 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12393**Agency Name: **WILDLIFE**Agency Code: **702**Appropriation Unit: **4452-57**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: LAHONTAN AUDUBON SOCIETY

Contractor Name: **LAHONTAN AUDUBON SOCIETY**Address: **PO BOX 2304**City/State/Zip: **RENO, NV 89505-2304**

Contact/Phone: null775/667-4178

Vendor No.: T81092241

NV Business ID: NV19721001745

To what State Fiscal Year(s) will the contract be charged? **2012-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	64.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	36.00 % Match from contractor and in-kind (volunteer match)

Agency Reference #: 11-63

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **08/31/2016**Contract term: **5 years and 32 days**4. Type of contract: **Contract**Contract description: **PV-CWMA Olive Plants**

5. Purpose of contract:

This is a new contract to provide funding needed to eradicate Russian olive plants (invasive weeds) on three ranches and along irrigation canals and springs in Pahrnagat Valley, Nevada.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$30,000.00**

Other basis for payment: Upon receipt of a valid invoice and project manager approval

II. JUSTIFICATION

7. What conditions require that this work be done?

Invasive weeds are a major contributor to the decline of important wildlife habitats. The control of invasive weeds is necessary for the restoration and protection of important wildlife habitats that are a focus of the Nevada Wildlife Action Plan.

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

The landowners are members of the Pahrnagat Valley Cooperative Weed Management Area - a group concerned with noxious weed infestations. Lahontan Audubon Society serves as coordinator and fiduciary for the group and has expertise in weed management and habitat restoration.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

NDOW will use federal Landowner Incentive Program (LIP) funding for this contract. The Purchasing Division has acknowledged that LIP contracts, typically made between NDOW and landowners, do not require bids or sole source waivers. This contract is not with the landowners themselves, but the Lahontan Audubon Society (LAS) serves as coordinator and fiduciary for the Pahrnagat Valley Cooperative Weed Management Area (PV-CWMA), which is a group that includes LAS, the landowners and others concerned with invasive weeds in Pahrnagat Valley.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

NDOW - contract entered into in FY 2009. Work is satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Non-profit Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. Not Applicable

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mkrumena	07/01/2011 12:11:15 PM
Division Approval	mkrumena	07/01/2011 12:11:18 PM
Department Approval	mkrumena	07/01/2011 12:11:22 PM
Contract Manager Approval	mkrumena	07/01/2011 12:11:25 PM
Budget Analyst Approval	jmurph1	07/13/2011 15:21:01 PM
Team Lead Approval	jmurph1	07/13/2011 15:21:05 PM
BOE Agenda Approval	jmurph1	07/13/2011 15:21:09 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12410**Agency Name: **WILDLIFE**Agency Code: **702**Appropriation Unit: **4464-14**Is budget authority available?: **Yes**

If "No" please explain: Not Applicable

Legal Entity Name: Owyhee Air Research, Inc.

Contractor Name: **Owyhee Air Research, Inc.**Address: **17000ZX Ranch Road**City/State/Zip: **Murphy, ID 83650**

Contact/Phone: John Romero 208-495-1316

Vendor No.:

NV Business ID: NV20111188452

To what State Fiscal Year(s) will the contract be charged? **2012-2015**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	23.00 % Upland Game Stamps and License Fees
X Federal Funds	30.00 %		Bonds	0.00 %
Highway Funds	0.00 %	X	Other funding	47.00 % Heritage, Ruby Pipeline

Agency Reference #: 12-05

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **08/15/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Termination Date: **08/31/2014**Contract term: **3 years and 17 days**4. Type of contract: **Contract**Contract description: **Flight and telemetry**

5. Purpose of contract:

This is a new contract to provide fixed wing aircraft services for monitoring wildlife movements through radio telemetry, conducting fixed wing wildlife surveys, and transporting Nevada Department of Wildlife (NDOW) personnel in the course of project work.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$300,000.00**

Other basis for payment: Year #1: \$350/hour; Year #2: \$360/hour; Year #3: \$360/hour. Payable as invoiced.

II. JUSTIFICATION

7. What conditions require that this work be done?

In its conservation work, NDOW uses aircraft and aerial services to monitor and survey big game animals including mule deer and predators and other wildlife species including sage-grouse. Some of the flights by Owyhee Air allow NDOW to use the radio telemetry collars (more than 250 at this time) worn by various species of wildlife. Owyhee Air maintains specialized radio telemetry equipment that allows the pilot to conduct surveys without using a biologist. This helps minimize hazards to employees and potential liabilities to the State and promotes efficient use of staff time.

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

At present, NDOW has only one fixed wing aircraft available to service the needs of biologists throughout the State of Nevada. The need to monitor movements and populations of wildlife species by aircraft dictates that NDOW not rely solely on its lone fixed wing aircraft and two pilots. Also, using the radio telemetry equipment is a learned skill in which Owyhee has a great deal of experience and NDOW does not.

9. Were quotes or proposals solicited?

Yes

Was the solicitation (RFP) done by the Purchasing Division? Yes

a. If yes, list the names of vendors that submitted proposals:

[Empty text box]

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Only two vendors submitted proposals. Owyhee was chosen because of its proven track record in this work for NDOW, their experience, and their equipment, including software. NDOW expects to award a contract to the other vendor as well.

d. Last bid date: 06/09/2011 Anticipated re-bid date: 06/01/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

NDOW contracted with a commonly-owned entity (Owyhee Air LLC) in 2008 for the same kind of services. The work has been very satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name? Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)? Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office? Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mkrumena	07/01/2011 11:58:14 AM
Division Approval	mkrumena	07/01/2011 11:58:18 AM
Department Approval	mkrumena	07/01/2011 11:58:20 AM
Contract Manager Approval	mkrumena	07/01/2011 11:58:23 AM
Budget Analyst Approval	jmurph1	07/07/2011 08:41:11 AM
Team Lead Approval	jmurph1	07/07/2011 08:41:14 AM
BOE Agenda Approval	jmurph1	07/07/2011 08:41:22 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12433**

Agency Name: **PARKS DIVISION**
 Agency Code: **704**
 Appropriation Unit: **4605-19**
 Is budget authority available?: **Yes**
 If "No" please explain: Not Applicable

Legal Entity Name: **H2O Environmental, Inc.**
 Contractor Name: **H2O Environmental, Inc.**
 Address: **4035 Flossmoor St**
 City/State/Zip: **Las Vegas, NV 89115**
 Contact/Phone: null7023964148
 Vendor No.: PUR0002244
 NV Business ID: NV19961214703

To what State Fiscal Year(s) will the contract be charged? **2012-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Utility Surcharge

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2014**

Contract term: **2 years and 334 days**

4. Type of contract: **Contract**

Contract description: **On-call services**

5. Purpose of contract:

This is a new contract to provide on-call services for sewer pumping, which includes septic tanks, pit toilets, Sweet Smelling Technology (SST) toilets, and grease trap/separators at Valley of Fire State Park, Spring Mountain Ranch State Park, and Big Bend of the Colorado State Recreation Area.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$74,997.00**

Other basis for payment: \$165/hour for Gapvax Vacuum Truck; \$75/hr for Water Truck; \$.030/gallon for liquid waste disposal; \$.075/gallon for grease trap pumping; \$.095/gallon for sand oil separator pumping; and \$500.00/tank per year - sand and oil separators

II. JUSTIFICATION

7. What conditions require that this work be done?

Regulations require regular pumping of septic tanks, SST's and pit toilets as needed (when full) to keep in service for the public.

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

Park does not have equipment or manpower to complete work

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

They were the only company who submitted a bid.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

State Parks - 2008 to present. Quality of work has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	Imulkey	07/06/2011 13:27:39 PM
Division Approval	Imulkey	07/06/2011 13:27:43 PM
Department Approval	Imulkey	07/06/2011 13:27:47 PM
Contract Manager Approval	Imulkey	07/06/2011 13:27:51 PM
Budget Analyst Approval	jrodrig9	07/18/2011 11:03:33 AM
Team Lead Approval	cwatson	07/20/2011 08:58:59 AM
BOE Agenda Approval	cwatson	07/20/2011 08:59:04 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12437**

Agency Name: DIVISION OF WATER RESOURCES	Legal Entity Name: U.S. Geological Survey
Agency Code: 705	Contractor Name: U.S. Geological Survey
Appropriation Unit: 4171-12	Address: 2730 Deer Run Road
Is budget authority available?: Yes	City/State/Zip: Carson City, NV 89701
If "No" please explain: Not Applicable	Contact/Phone: Linda McCord-Kolsky 775-887-7600
	Vendor No.: T80838030
	NV Business ID: N/A
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	50.00 %	Fees	0.00 %
<input checked="" type="checkbox"/> Federal Funds	50.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 09/2011

Retroactive? **Yes**

If "Yes", please explain

This contract could not be processed until the FY 12 and 13 Executive Budget was finalized.

3. Termination Date: **06/30/2013**

Contract term: **2 years**

4. Type of contract: **Contract**

Contract description: **JFA**

5. Purpose of contract:

This is a new contract for the operation and maintenance of a streamflow gaging network; groundwater level data collection; data entry; and review and publication of the data to the internet and as an annual publication.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$813,884.00**

Payment for services will be made at the rate of \$50,867.75 per quarter

Other basis for payment: \$406,942 State/\$406,942 USGS

II. JUSTIFICATION

7. What conditions require that this work be done?

This is a program monitoring streamflows and groundwater levels used to assist the State Engineer in the management of the water resources of Nevada.

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

The U.S. Geological Survey has the scientists, equipment and expertise to provide the products and services.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Exempt (Per statute)**

c. Why was this contractor chosen in preference to other?

The U.S. Geological Survey has the necessary equipment in place and experience in delivering the desired product, and the State Engineer is authorized to enter into agreements with the USGS under NRS 532.170.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

The Division has executed many agreements with the USGS that have resulted in products widely used by governmental agencies and the public. The results have been satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	bkordono	07/14/2011 16:34:37 PM
Division Approval	bkordono	07/14/2011 16:34:41 PM
Department Approval	bkordono	07/14/2011 16:34:47 PM
Contract Manager Approval	bkordono	07/14/2011 16:34:51 PM
Budget Analyst Approval	jrodrig9	07/18/2011 09:59:45 AM
Team Lead Approval	cwatson	07/18/2011 14:14:17 PM
BOE Agenda Approval	cwatson	07/18/2011 14:14:21 PM
BOE Final Approval	Pending	




**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WATER RESOURCES**

901 South Stewart Street, Suite 2002
Carson City, Nevada 89701-5250
(775) 684-2800 • Fax (775) 684-2811
<http://water.nv.gov>

INTEROFFICE MEMORANDUM

TO: JIM RODRIGUEZ, BUDGET ANALYST
BRYAN STOCKTON, DEPUTY ATTORNEY GENERAL
AUDREY BROOKS-SCOTT, DCNR FISCAL

FROM: MATT DILLON, NEVADA DIVISION OF WATER RESOURCES 

THROUGH: JASON KING, P.E., STATE ENGINEER

SUBJECT: JOINT FUNDING AGREEMENT FOR BASE HYDROLOGY MONITORING PROGRAM

DATE: 7/7/2011

Accompanying this memorandum are the Joint Funding Agreement (JFA) and associated documents for the Base Hydrology Monitoring Program for fiscal years 2012 - 2013, funded by the General Fund, Budget Account 4171, Category 12, with work performed by the U. S. Geological Survey. The contract start date is July 1, 2011. The Division apologizes for the delay in the submitting of the forms. The contract and associated documents could not be processed until the Division's budget was finalized after the end of the Legislative session.

Should you have any questions or comments regarding this matter, please do not hesitate to contact Matt Dillon of the Nevada Division of Water Resources at 684-2856.

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12417**

Agency Name: DIVISION OF WATER RESOURCES	Legal Entity Name: Carson Water Subconservancy District
Agency Code: 705	Contractor Name: Carson Water Subconservancy District
Appropriation Unit: 4211-10	Address: 777 E. William St., Ste. 110A
Is budget authority available?: Yes	City/State/Zip: Carson City, NV 89701
If "No" please explain: Not Applicable	Contact/Phone: Edwin James 775-887-7450
	Vendor No.: T80116922
	NV Business ID: N/A

To what State Fiscal Year(s) will the contract be charged? **2012**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Revenue Generating Contract

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 09/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2012**

Contract term: **303 days**

4. Type of contract: **Interlocal Agreement**

Contract description: **CWSD Revenue**

5. Purpose of contract:

This is a new interlocal agreement wherein the Carson Water Subconservancy District will provide funding to the Division of Water Resources to assist in the cost of performing ongoing groundwater pumpage inventories in Carson, Eagle, Dayton and Churchill Valleys and to publish reports of those inventories. These reports will provide an in-depth review and inventory of active groundwater rights and an estimate of the amount of water pumped under those rights.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$20,000.00**

Payment for services will be made at the rate of \$20,000.00 per term of contract

Other basis for payment: Division of Water Resources will bill Carson Water Subconservancy District based upon amount of work performed. Total billing not to exceed \$20,000 for state fiscal year 2012.

II. JUSTIFICATION

7. What conditions require that this work be done?

Groundwater inventories provide information useful to the State engiener in the administration of the public waters of the State and to Carson Water Subconservancy District for planning purposes.

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

State employees are performing the work. Funding is being provided by Carson Water Subconservancy District.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

October 2010 to June 30, 2011 for the Division of Water Resources.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	bkordono	07/14/2011 14:44:49 PM
Division Approval	bkordono	07/14/2011 14:44:53 PM
Department Approval	bkordono	07/14/2011 14:44:56 PM
Contract Manager Approval	bkordono	07/14/2011 14:44:59 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:15:00 PM
Team Lead Approval	cwatson	07/18/2011 10:14:34 AM
BOE Agenda Approval	cwatson	07/18/2011 10:14:39 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12358**

Agency Name: **ENVIRONMENTAL PROTECTION**
 Agency Code: **709**
 Appropriation Unit: **3187-75**
 Is budget authority available?: **Yes**
 If "No" please explain: Not Applicable

Legal Entity Name: **MCGINLEY & ASSOCIATES INC**
 Contractor Name: **MCGINLEY & ASSOCIATES INC**
 Address: **815 MAESTRO DR**
 City/State/Zip: **RENO, NV 89511-2387**
 Contact/Phone: **Brian Rakvica 775/829-2245**
 Vendor No.: **T81202459**
 NV Business ID: **NV20021218343**

To what State Fiscal Year(s) will the contract be charged? **2012-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 %	Hazardous Waste Fund
Federal Funds	0.00 %		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

Agency Reference #: **DEP 11-037 RFP 2007**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Other (include description): New Contract**

Contract description: **Professional Service**

5. Purpose of contract:

This is a new contract which provides technical review services and recommendations regarding reports generated by companies responsible for the environmental cleanup at the Black Mountain Industrial (BMI) Complex near Henderson, Nevada. The division's regulatory oversight requires the scientific/technical support and advisory assistance services of several specialists including toxicologists and risk assessors, chemists, statisticians, hydrogeologists, and environmental/civil engineers.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$1,958,529.00**

Other basis for payment: on an as needed basis

II. JUSTIFICATION

7. What conditions require that this work be done?

To provide technical reviews and provide comments to the State on required reports generated by the companies responsible for the environmental cleanup at the Black Mountain Industrial (BMI) Complex near Henderson, NV. NDEP regulatory oversight requires the scientific/technical support and advisory assistance services of several specialist including toxicologists and risk assessors, chemists, statisticians, hydrogeologists, and environmental/civil engineers.

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

The State does not have the staffing or expertise available to perform these services.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **Yes**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

The contractor was chosen based on a weighted average of evaluation criteria. This contractor had the highest overall score as determined by the evaluation committee.

d. Last bid date: 08/01/2002 Anticipated re-bid date: 03/01/2015

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Nevada Department of Environmental Protection from 2003-2011. Services have been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	lfleming	06/15/2011 10:05:28 AM
Division Approval	jnajima	06/16/2011 11:39:28 AM
Department Approval	jnajima	06/16/2011 11:39:34 AM
Contract Manager Approval	sdecrona	06/21/2011 13:21:19 PM
Budget Analyst Approval	cwatson	07/18/2011 10:12:44 AM
Team Lead Approval	cwatson	07/18/2011 10:12:49 AM
BOE Agenda Approval	cwatson	07/18/2011 10:12:54 AM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12428**

Agency Name: **ENVIRONMENTAL PROTECTION**
 Agency Code: **709**
 Appropriation Unit: **3197-16**
 Is budget authority available?: **Yes**
 If "No" please explain: Not Applicable

Legal Entity Name: **CALIFORNIA NEVADA SECTION**
 Contractor Name: **CALIFORNIA NEVADA SECTION**
 Address: **AMERICAN WATER WORKS ASSOC
 10574 ACACIA ST STE D6
 RANCHO CUCAMONGA, CA 91730-5448**
 City/State/Zip: **RANCHO CUCAMONGA, CA 91730-5448**
 Contact/Phone: null909/481-7200
 Vendor No.: T80939112
 NV Business ID: NV200001177551

To what State Fiscal Year(s) will the contract be charged? **2012-2015**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **DEP12-005**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2015**

Contract term: **3 years and 334 days**

4. Type of contract: **Contract**

Contract description: **Specialty**

5. Purpose of contract:

This is a new contract to assist the division with the process of certification testing for operators of community water systems. This vendor has developed exams with Nevada-specific questions for all levels of certified operators within the state.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$190,400.00**

Payment for services will be made at the rate of \$80.00 per exam

II. JUSTIFICATION

7. What conditions require that this work be done?

NRS 445A.875 requires operators of public water systems to be certified to operate the water system and to obtain certification from the NDEP.

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

Development, security and analysis of certification exams is a specialized area that requires expertise in areas outside the technical qualifications of NDEP employees. The Bureau of Safe Drinking Water does not currently have the personnel resources available to complete this work.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **Yes**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

As per NRS333.335 - evaluation committee was formed and vendor was chosen per Nevada Purchasing Evaluation Guidelines

d. Last bid date: 05/17/2011 Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

CA-NV AWWA has performed these services for the NDEP from June 2006 to June 30,2011. The quality of service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Non-profit Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. Not Applicable

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sravenel	07/07/2011 13:49:41 PM
Division Approval	jcarr	07/07/2011 13:53:38 PM
Department Approval	jcarr	07/07/2011 13:53:41 PM
Contract Manager Approval	pglass	07/07/2011 13:54:31 PM
Budget Analyst Approval	jrodrig9	07/14/2011 16:53:03 PM
Team Lead Approval	cwatson	07/15/2011 14:52:42 PM
BOE Agenda Approval	cwatson	07/15/2011 14:52:46 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12399**

Agency Name: ENVIRONMENTAL PROTECTION	Legal Entity Name: GLOBAL ENVIRONMENTAL
Agency Code: 709	Contractor Name: GLOBAL ENVIRONMENTAL CONSULTING INC
Appropriation Unit: 3197-04	Address: 1500 N MARKDALE UNIT32
Is budget authority available?: Yes	City/State/Zip: MESA, AZ 85201-2442
If "No" please explain: Not Applicable	Contact/Phone: KATE DAHL 480/827-9827
	Vendor No.: T81087161
	NV Business ID: NV20111348631
To what State Fiscal Year(s) will the contract be charged?	2012-2013

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **DEP 12-004**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2013**

Contract term: **1 year and 334 days**

4. Type of contract: **Contract**

Contract description: **Specialty Services**

5. Purpose of contract:

This is a new contract to provide maintenance and support for a web based data system, data migration assistance, support and training for the Safe Drinking Water Information System (SDWIS) and proprietary add on tools used by the division. The SDWIS is used to assure all public water systems are in compliance with the requirements of Nevada's public water system laws and regulations and the federal Safe Drinking Water Act. The contractor will also provide training and support for electronic data submittal from laboratories.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$162,700.00**

Other basis for payment: **Invoiced monthly**

II. JUSTIFICATION

7. What conditions require that this work be done?

The NDEP is responsible for implementing the Safe Drinking Water Program (SDWIS) to assure that public health is protected and is the primacy agency for the federal program. The Division utilizes the USEPA's SDWIS, which includes a federally mandated data system for reporting to the USEPA used to manage all monitoring, compliance, inspection and operator certification information for approximately 600 regulated water systems. The addition of federal Rules implemented by the Division and web based upgrades that EPA has made to SDWIS, necessitate the Division's license upgrades of database add-on tools for effective program management

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

This is a highly specialized application developed by the USEPA which has add-on proprietary tools developed by the Division through this contractor

9. Were quotes or proposals solicited? No
 Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Sole Source Contract (As Approved by Chief of Purchasing)**
Approval #: Not Required
Approval Date: 04/21/2009

c. Why was this contractor chosen in preference to other?

Denied as submitted---not required per G. Smith 4/21/09
 SEE: Attached Addl. Info

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? Yes

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

The State has received services provided by the contractor since April 2000. The services provided have met the State's expectations.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	lfleming	06/29/2011 11:06:05 AM
Division Approval	jcarr	06/30/2011 08:59:29 AM
Department Approval	jcarr	06/30/2011 08:59:32 AM
Contract Manager Approval	pglass	06/30/2011 09:03:41 AM
DoIT Approval	ismolya1	07/11/2011 16:00:20 PM
Budget Analyst Approval	jrodrig9	07/12/2011 16:25:33 PM

Team Lead Approval
BOE Agenda Approval
BOE Final Approval

cwatson
cwatson
Pending

07/18/2011 10:10:36 AM

07/18/2011 10:10:40 AM

RECEIVED

APR 23 2009



ENVIRONMENTAL PROTECTION

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

515 East Musser Street, Suite 300
Carson City, Nevada 89701

Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
Revised and submitted
Not required @

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

JIM GIBBONS
Governor

SOLICITATION WAIVER REQUEST FORM

1. a. Identify State agency and the contact person's name, title, telephone number and email address for this request:
Jennifer L. Carr, Chief of Environmental Programs; NDEP Bureau of Safe Drinking Water; 775-687-9515; jcarr@ndep.nv.gov
- b. Vendor contact information:
Kate Dahl, President; Global Environmental Consulting Inc (GEC); 1500 N. Markdale #32; Mesa, AZ 8520; PH 480-827-9827; KateDahl@1gec.com
- c. Type of waiver requested: Sole or single source Professional Service Exemption

2. Description of work/services to be performed or commodity/good to be purchased:

The NDEP Bureau of Safe Drinking Water uses the Safe Drinking Water Information System (SDWIS/STATE), developed by the U.S. EPA to maintain details of regulated public water systems. The U.S. EPA provides the SDWIS/STATE software to states; the software and documentation is in the public domain. However, SDWIS/STATE does not provide for all the functionality needed to support NDEP's business needs. Several proprietary "Add-On" software programs, called Safe Water Software™, have been purchased from the Vendor and have been used for many years. The Safe Water Software™ is not in the public domain.

Ongoing maintenance fees for support of the proprietary Safe Water Software™ are necessary for continued use of these vital software tools.

3. Describe the unique qualification required for the service or good to be purchased:

* GEC will continue to provide software maintenance and support services to NDEP for their proprietary Safe Water Software™.

4. Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:

GEC is the developer and sole distributor of the Safe Water Software™ and there are no re-sellers for this software. The GEC Safe Water Software™ cannot be obtained or maintained from anywhere else.

What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:

A competitive bidding process would confirm the explanation provided in Section 4. Only GEC would be able to bid on the maintenance contract and the result would be the same.

6. What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.

The NDEP works closely with the drinking water program staff from all 50 states through active involvement in a national workgroup designed to closely network with the US EPA's information technology section of the Drinking Water Protection Division. The only other company working with the US EPA to build and revise the SDWIS/STATE does not re-sell or maintain GEC's proprietary Safe Water Software™. Documentation from GEC is attached.

7. How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?

The contract amount is based on maintenance fees as a percentage of the original Safe Water Software™ costs. The Division will continue to work with this vendor to ensure that costs remain reasonable for the services being provided annually.

8. What is the estimated value and length of the contract, amendment or request.

The Budget Account 3197 budget proposal includes \$81,350/year for the SFY10/11 biennium. The contract will be written at this amount per year for a 4-year timeframe.

a. New contract Y N - *Current multi-year contract is expiring June 30, 2009*

b. Amendment Y N Amendment No. _____
{provide copy of previous waiver(s)}

DCNR/Environmental Protection/
Bureau of Safe Drinking Water
Requesting agency

hereby requests approval for

Global Environmental Consulting,
Inc.
Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X <i>Pamela M. Glass</i>	<i>4-14-09</i>
Agency Representative Initiating Request	Date
X <i>Jennifer L. Carr</i>	<i>Apr 14, 2009</i>
Agency Head/Division Chief/Authorized Designee	Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

Signed:

X	
Reviewing Agency/Entity Signature	Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:

X <i>Denied as submitted not required - Dan G. Smith</i>	
Administrator, Purchasing Division	<i>04/21/09</i>
	Date

March 4, 2009

Jennifer L. Carr, P.E., C.E.M.
Chief, Bureau of Safe Drinking Water
Nevada Division of Environmental Protection
901 S Stewart St., Suite 4001
Carson City, NV 89701-5249

RECEIVED
VIA E-MAIL

Mar 4 2009

Jennifer Carr

RE: Global Environmental Consulting, Inc. Sole Source Justification to Provide
SDWIS/STATE and the Add-on Proprietary Safe Water Software™
Implementation and Maintenance Services

Dear Jennifer:

The NV DEP drinking water program uses the Safe Drinking Water Information System (SDWIS/STATE), developed by U.S. EPA to maintain details of regulated water systems, including their infrastructure, contacts, samples, violations, and enforcement actions. U.S. EPA provides the SDWIS/STATE software to states under a written agreement. The SDWIS/STATE software and documentation is in the public domain.

SDWIS/STATE does not provide for all the functionality found in most existing legacy systems as certain business needs of state regulatory agencies are not supported by the EPA provided software, thus Add-On software is required to link to the EPA provided public domain software.

GEC provides services to NV DEP with our proprietary Add-On software products called Safe Water Software™. Safe Water Software is proprietary software that is not in the public domain. **GEC is the sole distributor of the Safe Water Software and there are no re-sellers for this software. The Safe Water Software provides a means to get to the SDWIS/STATE software which is in the public domain. The GEC Safe Water Software cannot be obtained or maintained from anywhere else.**

The following Safe Water Software is in use at NV DEP:

- SWIMR Central Letters and Reports
- SWEET Central, SWEET PC
- SWIFT Sanitary
- SWIFT Source Water Assessment
- SWCCR
- SWPBT
- SWOCS

Should you have any questions on the sole source status of our Safe Water Software please feel free to contact me.

Sincerely,

Kate Dahl, President
TIN: 86-0984978

1500 N. Markdale
Villa 32
Mesa, AZ 85201

480-827-9827
fax 480-827-8524
KateDahl@lgec.com
1

Global Environmental
Consulting, Inc. 

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 11223	Amendment Number: 1
Agency Name: INSURANCE DIVISION	Legal Entity Name: EXAMINATION RESOURCES, LLC
Agency Code: 741	Contractor Name: EXAMINATION RESOURCES, LLC
Appropriation Unit: 3817-10	Address: 3475 PIEDMONT ROAD, STE 410
Is budget authority available?: Yes	City/State/Zip: ATLANTA, GA 30305
If "No" please explain: Not Applicable	Contact/Phone: REBECCA WALKINS 404-816-6188
	Vendor No.: T29024362
	NV Business ID: NV20101392425

To what State Fiscal Year(s) will the contract be charged? **2011-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % Reimbursed by Examinees
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:
 a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/13/2010**
 Anticipated BOE meeting date **08/2011**
 Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved Termination Date: **06/30/2014**
 Contract term: **3 years and 353 days**
 4. Type of contract: **Contract**
 Contract description: **PROFESSIONAL SERVICE**

5. Purpose of contract:
This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$600,000 to \$1,800,000 due to an increased volume of examinations.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$600,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$1,200,000.00
4. New maximum contract amount:	\$1,800,000.00

II. JUSTIFICATION

7. What conditions require that this work be done?
Title 57 of the Nevada Revised Statutes (NRS) specifically Chapter 679B.230 to 679.300B empowering the Commissioner of Insurance to determine the financial condition, obligations and compliance with State law for domestic and foreign insurers, associations of self-insured employers and other similar entities.

8. Explain why State employees in your agency or other State agencies are not able to do this work:
In the Insurance Division, only the Chief Examiner is certified as a Chief Financial Examiner (CFE). He manages the work of the independent contractors conducting examinations on behalf of the Insurance Division.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

All qualified contractors are chosen to perform these services.

d. Last bid date: 01/15/2002 Anticipated re-bid date: 01/15/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor has performed same services, satisfactorily, for the Division of Insurance since July 2010

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sderouss	06/24/2011 16:48:42 PM
Division Approval	sderouss	06/24/2011 16:48:46 PM
Department Approval	jfarle1	06/29/2011 09:25:36 AM
Contract Manager Approval	jknigh8	06/30/2011 08:37:18 AM
Budget Analyst Approval	kkolbe	06/30/2011 12:28:29 PM
Team Lead Approval	jmurph1	07/06/2011 14:09:21 PM
BOE Agenda Approval	jmurph1	07/06/2011 14:09:25 PM



BRIAN SANDOVAL
GOVERNOR

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
100432 A
Amendment 1
ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. **Identify State agency and the contact person's name, title, telephone number and email address for this request:**

Shawna DeRousse, Deputy Commissioner
Division of Insurance
Department of Business & Industry
1818 E. College Parkway, Ste 103
Carson City, NV 89706
775-687-0789

b. Vendor contact information:

Examination Resources, LLC
3475 Piedmont Road Ste 410, Atlanta, GA 30305
Contact: Rebecca Walkins Phone: 404-816-6188

c. **Type of waiver requested:** Sole or single source Professional Service Exemption

2. **Description of work/services to be performed or commodity/good to be purchased:**

The work to be performed includes, but is not limited to, examining insurance company operations in the Continental United States for financial solvency and market/trade practices. Examiners also conduct organizational exams and assessments. Contract includes investigation, consultation, and court presentations. Reimbursement for direct travel and federal CONUS per diem will be paid.

3. **Describe the unique qualification required for the service or good to be purchased:**

These contracts are unique due to the high level of training, expertise, and professional designations necessary to perform examinations of insurance companies and related insurance entities in compliance with the National Association of Insurance Commissioners (NAIC) guidelines. The Division of Insurance maintains national accreditation in accordance with NAIC standards and, thus, has adopted the guidelines and recommendations governing insurance examinations (and examiners) as set forth.

4. **Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:**

The Division will contract with many companies. As previously described, insurance examiners are highly qualified firms and individuals, typically with several professional designations including Certified Public Accountant (CPA), Certified Financial Examiner (CFE), Fellow of the Casualty

Actuarial Associate (FCAS), Associate Financial Examiner (AFE), and other similar designations (see attached). No other credentials will serve. Additionally, an RFQ process would add nothing as the qualifications for an examiner are possession of specified designations and insurance examination expertise.

5. **What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:**

Denial of the waiver request will likely add time and cost to the process. Delay in retaining qualified examiners will impact the Division's ability to meet its statutory requirements to examine the authorized insurers not less frequently than every five years per NRS 679B.230. In turn, this jeopardizes the Division's ability to meet requirements for NAIC accreditation. If the Division loses its NAIC accreditation, insurance companies could leave Nevada to domicile with a state that is accredited and Nevada will lose the associated general fund revenue they generated from Premium Taxes.

The Division estimates at least 150 statutorily required financial exams will be opened annually. The exams are assigned throughout the year necessitating a sufficient number of examiners be available on a continual basis. Market conduct exams occur as needed throughout the year and are in addition to the financial exams. The Division will consider contracting with any firm or individual with proper credentials, insurance examination expertise and qualifications.

As stated under response #4., only those in possession of the designated credentials will suffice, no other credentials will serve.

6. **What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.**

Insurance examiners nationwide are aware of which states have independent contractors versus state employee positions. NAIC conducts an annual survey of the states and collects (among other things) information on the examination structure for each state. Therefore, the Division receives prospective resumes and inquires regarding open contract positions on a continual basis. If qualified, we contract with an examiner without exclusion; if their work performance meets NAIC standards, we will assign them to specific jobs under the terms of their contracts.

7. **How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?**

Per NRS 679B.290, which says in part "... As to expense and compensation involved in any such examination, the Commissioner shall give due consideration to scales and limitations recommended by the National Association of Insurance Commissioners and outlined in the examination manual sponsored by that association." The current recommended daily rate for Senior Insurance Examiner, CFE is \$328. Additionally, an hourly rate of \$135 has been established. Several states were surveyed and provided hourly rates ranging from \$120 to \$150 per hour. These rates appear reasonable when contrasted with other similar professional service and consulting fees.

8. **What is the estimated value and length of the contract, amendment or request?**

Current Contract Amount is \$600,000; Revised Contract Amount is \$1,800,000. Also included is a

Scope of Work, that was not included with the original contract.

a. New contract Y N

b. Amendment Y N Amendment No. 1
{provide copy of previous waiver(s)}

Division of Insurance
Requesting agency

hereby requests approval for

Examination Resources, LLC
Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X Shawna DeRousse	<i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Representative Initiating Request		Date
X Shawna DeRousse	<i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Head Authorizing Request		Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

Signed:

X	<i>N/A</i>	
Reviewing Agency/Entity Signature		Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Approving Authority:

X	<i>Aug Smith</i>	<i>6-21-11</i>
Administrator, Purchasing Division		Date

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 11225	Amendment Number: 1
Agency Name: INSURANCE DIVISION	Legal Entity Name: EXAMINERS RESOURCE ASSOCIATES, LLC
Agency Code: 741	Contractor Name: EXAMINERS RESOURCE ASSOCIATES, LLC
Appropriation Unit: 3817-10	Address: 5218 OSO HILLS DRIVE
Is budget authority available?: Yes	City/State/Zip: CORPUS CHRISTI, TX 78413
If "No" please explain: Not Applicable	Contact/Phone: STEPHEN J. DELANY 361-774-7816
	Vendor No.: T27018866
	NV Business ID: NV20071009777

To what State Fiscal Year(s) will the contract be charged? **2011-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % Reimbursed by Examinee
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/13/2010**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved **06/30/2014**

Termination Date:

Contract term: **3 years and 353 days**

4. Type of contract: **Contract**

Contract description: **PROFESSIONAL SERVICE**

5. Purpose of contract:

This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from 1,200,000 to \$1,800,000 due to an increased volume of examinations.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$1,200,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$600,000.00
4. New maximum contract amount:	\$1,800,000.00

II. JUSTIFICATION

7. What conditions require that this work be done?

Title 57 of the Nevada Revised Statutes (NRS) specifically Chapter 679B.230 to 679B.300 empowering the Commissioner of Insurance to determine the financial condition, obligations and compliance with State law for domestic and foreign insurers, associations of self-insured employers and other similar entities.

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

In the Insurance Division, only the Chief Examiner is certified as a Chief Financial Examiner (CFE). He manages the work of the independent contractors conducting examinations on behalf of the Insurance Division.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

All qualified contractors are chosen to perform these services.

d. Last bid date: 01/15/2002 Anticipated re-bid date: 01/15/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

A previous contract amendment with the Division of Insurance is to end 6/30/14; service provided is satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sderouss	06/27/2011 08:41:57 AM
Division Approval	sderouss	06/27/2011 08:42:00 AM
Department Approval	jfarle1	06/29/2011 09:13:37 AM
Contract Manager Approval	jknigh8	06/30/2011 10:12:09 AM
Budget Analyst Approval	kkolbe	06/30/2011 12:20:27 PM
Team Lead Approval	jmurph1	07/05/2011 15:24:23 PM
BOE Agenda Approval	jmurph1	07/05/2011 15:24:26 PM



BRIAN SANDOVAL
GOVERNOR

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION
515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
100417 A

Amendment 1

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. **Identify State agency and the contact person's name, title, telephone number and email address for this request:**

Shawna DeRousse, Deputy Commissioner
Division of Insurance
Department of Business & Industry
1818 E. College Parkway, Ste 103
Carson City, NV 89706
775-687-0789

- b. **Vendor contact information:**

Examiners Resources Associates, LLC
5218 Oso Hills Drive, Corpus Christi, TX 78413
Contact: Stephen Delany Phone: 361-774-7816

- c. **Type of waiver requested:** Sole or single source Professional Service Exemption

2. **Description of work/services to be performed or commodity/good to be purchased:**

The work to be performed includes, but is not limited to, examining insurance company operations in the Continental United States for financial solvency and market/trade practices. Examiners also conduct organizational exams and assessments. Contract includes investigation, consultation, and court presentations. Reimbursement for direct travel and federal CONUS per diem will be paid.

3. **Describe the unique qualification required for the service or good to be purchased:**

These contracts are unique due to the high level of training, expertise, and professional designations necessary to perform examinations of insurance companies and related insurance entities in compliance with the National Association of Insurance Commissioners (NAIC) guidelines. The Division of Insurance maintains national accreditation in accordance with NAIC standards and, thus, has adopted the guidelines and recommendations governing insurance examinations (and examiners) as set forth.

4. **Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:**

The Division will contract with many companies. As previously described, insurance examiners are highly qualified firms and individuals, typically with several professional designations including Certified Public Accountant (CPA), Certified Financial Examiner (CFE), Fellow of the Casualty

Actuarial Associate (FCAS), Associate Financial Examiner (AFE), and other similar designations (see attached). No other credentials will serve. Additionally, an RFQ process would add nothing as the qualifications for an examiner are possession of specified designations and insurance examination expertise.

5. **What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:**

Denial of the waiver request will likely add time and cost to the process. Delay in retaining qualified examiners will impact the Division's ability to meet its statutory requirements to examine the authorized insurers not less frequently than every five years per NRS 679B.230. In turn, this jeopardizes the Division's ability to meet requirements for NAIC accreditation. If the Division loses its NAIC accreditation, insurance companies could leave Nevada to domicile with a state that is accredited and Nevada will lose the associated general fund revenue they generated from Premium Taxes.

The Division estimates at least 150 statutorily required financial exams will be opened annually. The exams are assigned throughout the year necessitating a sufficient number of examiners be available on a continual basis. Market conduct exams occur as needed throughout the year and are in addition to the financial exams. The Division will consider contracting with any firm or individual with proper credentials, insurance examination expertise and qualifications.

As stated under response #4., only those in possession of the designated credentials will suffice, no other credentials will serve.

6. **What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.**

Insurance examiners nationwide are aware of which states have independent contractors versus state employee positions. NAIC conducts an annual survey of the states and collects (among other things) information on the examination structure for each state. Therefore, the Division receives prospective resumes and inquires regarding open contract positions on a continual basis. If qualified, we contract with an examiner without exclusion; if their work performance meets NAIC standards, we will assign them to specific jobs under the terms of their contracts.

7. **How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?**

Per NRS 679B.290, which says in part "... As to expense and compensation involved in any such examination, the Commissioner shall give due consideration to scales and limitations recommended by the National Association of Insurance Commissioners and outlined in the examination manual sponsored by that association." The current recommended daily rate for Senior Insurance Examiner, CFE is \$328. Additionally, an hourly rate of \$135 is has been established. Several states were surveyed and provided hourly rates ranging from \$120 to \$150 per hour. These rates appear reasonable when contrasted with other similar professional service and consulting fees.

8. **What is the estimated value and length of the contract, amendment or request?**

Current Contract Amount is \$1,200,000; Revised Contract Amount is \$1,800,000. Also included is a

Scope of Work, that was not included with the original contract.

- a. New contract Y N
b. Amendment Y N Amendment No. 1
{provide copy of previous waiver(s)}

Division of Insurance
Requesting agency

hereby requests approval for

Examiners Resources Associates, LLC
Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X Shawna DeRousse	<i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Representative Initiating Request		Date
X Shawna DeRousse	<i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Head Authorizing Request		Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

Signed:

X	<i>N/A</i>	
Reviewing Agency/Entity Signature		Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Approving Authority:

X	<i>Greg Smith</i>	<i>6-21-11</i>
Administrator, Purchasing Division		Date

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 11234	Amendment Number: 1
Agency Name: INSURANCE DIVISION	Legal Entity Name: INS REGULATORY INSURANCE SERVICES, INC.
Agency Code: 741	Contractor Name: INS REGULATORY INSURANCE SERVICES, INC.
Appropriation Unit: 3817-10	Address: 419 S 2ND STREET, STE 206
Is budget authority available?: Yes	City/State/Zip: PHILADELPHIA, PA 19147
If "No" please explain: Not Applicable	Contact/Phone: DENNIS SHOOP 215-625-2927
	Vendor No.: T29024367
	NV Business ID: NV20101398765

To what State Fiscal Year(s) will the contract be charged? **2011-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % Reimbursed by Examinees
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **12/14/2010**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved **06/30/2014**

Termination Date:

Contract term: **3 years and 198 days**

4. Type of contract: **Contract**

Contract description: **PROFESSIONAL SERVICE**

5. Purpose of contract:

This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$1,800,000 to \$3,000,000 due to an increased volume of examinations.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$1,800,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$1,200,000.00
4. New maximum contract amount:	\$3,000,000.00

II. JUSTIFICATION

7. What conditions require that this work be done?

Title 57 of the Nevada Revised Statutes (NRS) specifically Chapter 679B.230 to 679B.300 empowering the Commissioner of Insurance to determine the financial condition, obligations and compliance with State law for domestic and foreign insurers, associations of self-insured employers and other similar entities.

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

In the Insurance Division, only the Chief Examiner is certified as a Chief Financial Examiner (CFE). He manages the work of the independent contractors conducting examinations on behalf of the Insurance Division.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

All qualified contractors are chosen to perform these services.

d. Last bid date: 01/15/2002 Anticipated re-bid date: 01/15/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor has performed same services, satisfactorily, for the Division of Insurance since December 2010.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sderouss	06/24/2011 16:28:48 PM
Division Approval	sderouss	06/24/2011 16:28:51 PM
Department Approval	jfarle1	06/29/2011 09:11:07 AM
Contract Manager Approval	jknigh8	06/30/2011 08:36:29 AM
Budget Analyst Approval	kkolbe	06/30/2011 12:17:14 PM
Team Lead Approval	jmurph1	07/06/2011 14:13:35 PM
BOE Agenda Approval	jmurph1	07/06/2011 14:13:38 PM



BRIAN SANDOVAL
GOVERNOR

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
100431 A

Amendment 1

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. **Identify State agency and the contact person's name, title, telephone number and email address for this request:**

Shawna DeRousse, Deputy Commissioner
Division of Insurance
Department of Business & Industry
1818 E. College Parkway, Ste 103
Carson City, NV ~~89706~~
775-687-0789

b. Vendor contact information:

INS Regulatory Insurance Services, Inc
419 South 2nd street, Ste 206, Philadelphia, PA 19147
Contact: Dennis Shoop Phone: 215-625-2927

c. **Type of waiver requested:** Sole or single source Professional Service Exemption

2. **Description of work/services to be performed or commodity/good to be purchased:**

The work to be performed includes, but is not limited to, examining insurance company operations in the Continental United States for financial solvency and market/trade practices. Examiners also conduct organizational exams and assessments. Contract includes investigation, consultation, and court presentations. Reimbursement for direct travel and federal CONUS per diem will be paid.

3. **Describe the unique qualification required for the service or good to be purchased:**

These contracts are unique due to the high level of training, expertise, and professional designations necessary to perform examinations of insurance companies and related insurance entities in compliance with the National Association of Insurance Commissioners (NAIC) guidelines. The Division of Insurance maintains national accreditation in accordance with NAIC standards and, thus, has adopted the guidelines and recommendations governing insurance examinations (and examiners) as set forth.

4. **Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:**

The Division will contract with many companies. As previously described, insurance examiners are highly qualified firms and individuals, typically with several professional designations including Certified Public Accountant (CPA), Certified Financial Examiner (CFE), Fellow of the Casualty

Actuarial Associate (FCAS), Associate Financial Examiner (AFE), and other similar designations (see attached). No other credentials will serve. Additionally, an RFQ process would add nothing as the qualifications for an examiner are possession of specified designations and insurance examination expertise.

5. **What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:**

Denial of the waiver request will likely add time and cost to the process. Delay in retaining qualified examiners will impact the Division's ability to meet its statutory requirements to examine the authorized insurers not less frequently than every five years per NRS 679B.230. In turn, this jeopardizes the Division's ability to meet requirements for NAIC accreditation. If the Division loses its NAIC accreditation, insurance companies could leave Nevada to domicile with a state that is accredited and Nevada will lose the associated general fund revenue they generated from Premium Taxes.

The Division estimates at least 150 statutorily required financial exams will be opened annually. The exams are assigned throughout the year necessitating a sufficient number of examiners be available on a continual basis. Market conduct exams occur as needed throughout the year and are in addition to the financial exams. The Division will consider contracting with any firm or individual with proper credentials, insurance examination expertise and qualifications.

As stated under response #4., only those in possession of the designated credentials will suffice, no other credentials will serve.

6. **What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.**

Insurance examiners nationwide are aware of which states have independent contractors versus state employee positions. NAIC conducts an annual survey of the states and collects (among other things) information on the examination structure for each state. Therefore, the Division receives prospective resumes and inquires regarding open contract positions on a continual basis. If qualified, we contract with an examiner without exclusion; if their work performance meets NAIC standards, we will assign them to specific jobs under the terms of their contracts.

7. **How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?**

Per NRS 679B.290, which says in part "... As to expense and compensation involved in any such examination, the Commissioner shall give due consideration to scales and limitations recommended by the National Association of Insurance Commissioners and outlined in the examination manual sponsored by that association." The current recommended daily rate for Senior Insurance Examiner, CFE is \$328. Additionally, an hourly rate of \$135 has been established. Several states were surveyed and provided hourly rates ranging from \$120 to \$150 per hour. These rates appear reasonable when contrasted with other similar professional service and consulting fees.

8. **What is the estimated value and length of the contract, amendment or request?**

Current Contract Amount is \$1,800,000; Revised Contract Amount is \$3,000,000. Also included is a

Scope of Work, that was not included with the original contract.

a. New contract Y N

b. Amendment Y N Amendment No. 1
{provide copy of previous waiver(s)}

Division of Insurance
Requesting agency

hereby requests approval for INS Regulatory Insurance Services, Inc.
Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X Shawna DeRousse <i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Representative Initiating Request	Date
X Shawna DeRousse <i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Head Authorizing Request	Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

Signed:

X <i>— N/A —</i>	
Reviewing Agency/Entity Signature	Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Approving Authority:

X <i>Meg Smith</i>	<i>6-21-11</i>
Administrator, Purchasing Division	Date

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 11228	Amendment Number: 1
Agency Name: INSURANCE DIVISION	Legal Entity Name: NORTHSTAREXAMS, LLC
Agency Code: 741	Contractor Name: NORTHSTAREXAMS, LLC
Appropriation Unit: 3817-10	Address: 712 HEATHERGLEN DRIVE
Is budget authority available?: Yes	City/State/Zip: SOUTHLAKE, TX 76092
If "No" please explain: Not Applicable	Contact/Phone: DON KOCH 817-719-4470
	Vendor No.: T29022204
	NV Business ID: NV20101324448

To what State Fiscal Year(s) will the contract be charged? **2011-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % Reimbursed by Examinee
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:
 a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/13/2010**
 Anticipated BOE meeting date **08/2011**
 Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved Termination Date: **06/30/2014**
 Contract term: **3 years and 353 days**

4. Type of contract: **Contract**
 Contract description: **PROFESSIONAL SERVICE**

5. Purpose of contract:
This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from 1,200,000 to \$3,000,000 due to an increased volume of examinations.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$1,200,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$1,800,000.00
4. New maximum contract amount:	\$3,000,000.00

II. JUSTIFICATION

7. What conditions require that this work be done?
Title 57 of the Nevada Revised Statutes (NRS) specifically Chapter 679B.230 to 679B.300 empowering the Commissioner of Insurance to determine the financial condition, obligations and compliance with State law for domestic and foreign insurers, associations of self-insured employers and other similar entities.

8. Explain why State employees in your agency or other State agencies are not able to do this work:
In the Insurance Division, only the Chief Examiner is certified as a Chief Financial Examiner (CFE). He manages the work of the independent contractors conducting examinations on behalf of the Insurance Division.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

All qualified contractors are chosen to perform these services.

d. Last bid date: 01/15/2002 Anticipated re-bid date: 01/15/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

A previous contract amendment with the Division of Insurance is to end 6/30/14; service provided is satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sderouss	06/27/2011 08:26:36 AM
Division Approval	sderouss	06/27/2011 08:26:40 AM
Department Approval	jfarle1	06/29/2011 09:14:07 AM
Contract Manager Approval	jknigh8	06/30/2011 08:39:20 AM
Budget Analyst Approval	kkolbe	06/30/2011 12:21:56 PM
Team Lead Approval	jmurph1	07/05/2011 15:26:11 PM
BOE Agenda Approval	jmurph1	07/05/2011 15:26:23 PM



BRIAN SANDOVAL
GOVERNOR

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
100421 A
Amendment 1
ANDREW K. CLINGER
Director
GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. **Identify State agency and the contact person's name, title, telephone number and email address for this request:**

Shawna DeRousse, Deputy Commissioner
Division of Insurance
Department of Business & Industry
1818 E. College Parkway, Ste 103
Carson City, NV 89706
775-687-0789

- b. **Vendor contact information:**

NorthStarExams, LLC
712 Heatherglen Drive, Southlake TX 76092
Contact: Don Koch Phone: 817-719-4470

- c. **Type of waiver requested:** Sole or single source Professional Service Exemption

2. **Description of work/services to be performed or commodity/good to be purchased:**

The work to be performed includes, but is not limited to, examining insurance company operations in the Continental United States for financial solvency and market/trade practices. Examiners also conduct organizational exams and assessments. Contract includes investigation, consultation, and court presentations. Reimbursement for direct travel and federal CONUS per diem will be paid.

3. **Describe the unique qualification required for the service or good to be purchased:**

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4. **Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:**

The Division will contract with many companies. As previously described, insurance examiners are highly qualified firms and individuals, typically with several professional designations including Certified Public Accountant (CPA), Certified Financial Examiner (CFE), Fellow of the Casualty

Actuarial Associate (FCAS), Associate Financial Examiner (AFE), and other similar designations (see attached). No other credentials will serve. Additionally, an RFQ process would add nothing as the qualifications for an examiner are possession of specified designations and insurance examination expertise.

5. **What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:**

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As stated under response #4., only those in possession of the designated credentials will suffice, no other credentials will serve.

6. **What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.**

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7. **How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?**

Per NRS 679B.290, which says in part "... As to expense and compensation involved in any such examination, the Commissioner shall give due consideration to scales and limitations recommended by the National Association of Insurance Commissioners and outlined in the examination manual sponsored by that association." The current recommended daily rate for Senior Insurance Examiner, CFE is \$328. Additionally, an hourly rate of \$135 has been established. Several states were surveyed and provided hourly rates ranging from \$120 to \$150 per hour. These rates appear reasonable when contrasted with other similar professional service and consulting fees.

8. **What is the estimated value and length of the contract, amendment or request?**

Current Contract Amount is \$1,200,000; Revised Contract Amount is \$3,000,000. Also included is a

Scope of Work, that was not included with the original contract.

- a. New contract Y N
b. Amendment Y N Amendment No. 1
{provide copy of previous waiver(s)}

Division of Insurance
Requesting agency

hereby requests approval for

NorthStarExams, LLC
Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X Shawna DeRousse <i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Representative Initiating Request	Date
X Shawna DeRousse <i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Head Authorizing Request	Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

Signed:

X <i>N/A</i>	
Reviewing Agency/Entity Signature	Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Approving Authority:

X <i>Aug Smith</i>	<i>6-21-11</i>
Administrator, Purchasing Division	Date

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 11130	Amendment Number: 1
Agency Name: INSURANCE DIVISION	Legal Entity Name: REGULATORY CONSULTANTS, INC.
Agency Code: 741	Contractor Name: REGULATORY CONSULTANTS, INC.
Appropriation Unit: 3817-10	Address: 10441 MONTGOMERY PKWY NE #100
Is budget authority available?: Yes	City/State/Zip: ALBUQUERQUE, NM 87111
If "No" please explain: Not Applicable	Contact/Phone: Nestor Romero 505-944-0058
	Vendor No.: T27007414
	NV Business ID: NV20051721012

To what State Fiscal Year(s) will the contract be charged? **2011-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % Reimbursement from Examinees
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/13/2010**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved Termination Date: **06/30/2014**

Contract term: **3 years and 353 days**

4. Type of contract: **Contract**

Contract description: **PROFESSIONAL SERVICE**

5. Purpose of contract:

This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$1,800,000 to \$3,000,000 due to an increased volume of examinations.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$1,800,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$1,200,000.00
4. New maximum contract amount:	\$3,000,000.00

II. JUSTIFICATION

7. What conditions require that this work be done?

Title 57 of the Nevada Revised Statutes (NRS) specifically Chapter 679B.230 to 679B.300 empowering the Commissioner of Insurance to determine the financial condition, obligations and compliance with State law for domestic and foreign insurers, associations of self-insured employers and other similar entities.

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

In the Insurance Division, only the Chief Examiner is certified as a Chief Financial Examiner (CFE). He manages the work of the independent contractors conducting examinations on behalf of the Insurance Division.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

All qualified contractors are chosen to perform these services.

d. Last bid date: 02/01/2005 Anticipated re-bid date: 02/01/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Examiner has been under contract with the Division of Insurance since July 2002 and performance has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sderouss	06/27/2011 11:26:12 AM
Division Approval	sderouss	06/27/2011 11:26:16 AM
Department Approval	jfarle1	06/29/2011 09:12:21 AM
Contract Manager Approval	jknigh8	06/30/2011 08:40:56 AM
Budget Analyst Approval	kkolbe	06/30/2011 12:18:56 PM
Team Lead Approval	jmurph1	07/06/2011 14:06:53 PM
BOE Agenda Approval	jmurph1	07/06/2011 14:07:18 PM



BRIAN SANDOVAL
GOVERNOR

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
100429 A
Amendment 1

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. **Identify State agency and the contact person's name, title, telephone number and email address for this request:**

Shawna DeRousse, Deputy Commissioner
Division of Insurance
Department of Business & Industry
1818 E. College Parkway, Ste 103
Carson City, NV 89706
775-687-0789

b. Vendor contact information:

Regulatory Consultants, Inc.
10441 Montgomery Pkwy NE #100. Albuquerque, NM 87111
Contact: Nestor Romero Phone: 505-944-0058

- c. **Type of waiver requested:** Sole or single source Professional Service Exemption

2. **Description of work/services to be performed or commodity/good to be purchased:**

The work to be performed includes, but is not limited to, examining insurance company operations in the Continental United States for financial solvency and market/trade practices. Examiners also conduct organizational exams and assessments. Contract includes investigation, consultation, and court presentations. Reimbursement for direct travel and federal CONUS per diem will be paid.

3. **Describe the unique qualification required for the service or good to be purchased:**

These contracts are unique due to the high level of training, expertise, and professional designations necessary to perform examinations of insurance companies and related insurance entities in compliance with the National Association of Insurance Commissioners (NAIC) guidelines. The Division of Insurance maintains national accreditation in accordance with NAIC standards and, thus, has adopted the guidelines and recommendations governing insurance examinations (and examiners) as set forth.

4. **Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:**

The Division will contract with many companies. As previously described, insurance examiners are highly qualified firms and individuals, typically with several professional designations including Certified Public Accountant (CPA), Certified Financial Examiner (CFE), Fellow of the Casualty

Actuarial Associate (FCAS), Associate Financial Examiner (AFE), and other similar designations (see attached). No other credentials will serve. Additionally, an RFQ process would add nothing as the qualifications for an examiner are possession of specified designations and insurance examination expertise.

5. **What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:**

Denial of the waiver request will likely add time and cost to the process. Delay in retaining qualified examiners will impact the Division's ability to meet its statutory requirements to examine the authorized insurers not less frequently than every five years per NRS 679B.230. In turn, this jeopardizes the Division's ability to meet requirements for NAIC accreditation. If the Division loses its NAIC accreditation, insurance companies could leave Nevada to domicile with a state that is accredited and Nevada will lose the associated general fund revenue they generated from Premium Taxes.

The Division estimates at least 150 statutorily required financial exams will be opened annually. The exams are assigned throughout the year necessitating a sufficient number of examiners be available on a continual basis. Market conduct exams occur as needed throughout the year and are in addition to the financial exams. The Division will consider contracting with any firm or individual with proper credentials, insurance examination expertise and qualifications.

As stated under response #4., only those in possession of the designated credentials will suffice, no other credentials will serve.

6. **What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.**

Insurance examiners nationwide are aware of which states have independent contractors versus state employee positions. NAIC conducts an annual survey of the states and collects (among other things) information on the examination structure for each state. Therefore, the Division receives prospective resumes and inquires regarding open contract positions on a continual basis. If qualified, we contract with an examiner without exclusion; if their work performance meets NAIC standards, we will assign them to specific jobs under the terms of their contracts.

7. **How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?**

Per NRS 679B.290, which says in part "... As to expense and compensation involved in any such examination, the Commissioner shall give due consideration to scales and limitations recommended by the National Association of Insurance Commissioners and outlined in the examination manual sponsored by that association." The current recommended daily rate for Senior Insurance Examiner, CFE is \$328. Additionally, an hourly rate of \$135 has been established. Several states were surveyed and provided hourly rates ranging from \$120 to \$150 per hour. These rates appear reasonable when contrasted with other similar professional service and consulting fees.

8. **What is the estimated value and length of the contract, amendment or request?**

Current Contract Amount is \$1,800,000; Revised Contract Amount is \$3,000,000. Also included is a

Scope of Work, that was not included with the original contract.

a. New contract Y N

b. Amendment Y N Amendment No. 1
{provide copy of previous waiver(s)}

Division of Insurance
Requesting agency

hereby requests approval for

Regulatory Consultants, Inc.
Proposed vendor

to provide the service/good for the amount and term as described above.

By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X Shawna DeRousse <i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Representative Initiating Request	Date
X Shawna DeRousse <i>Shawna DeRousse</i>	<i>6/17/11</i>
Agency Head Authorizing Request	Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

Signed:

X <i>N/A</i>	
Reviewing Agency/Entity Signature	Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Approving Authority:

X <i>Greg Smith</i>	<i>6-21-11</i>
Administrator, Purchasing Division	Date

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 11226	Amendment Number: 1
Agency Name: INSURANCE DIVISION	Legal Entity Name: RSM MCGLADREY, INC.
Agency Code: 741	Contractor Name: RSM MCGLADREY, INC.
Appropriation Unit: 3817-10	Address: 100 INT'L DRIVE, STE 1400
Is budget authority available?: Yes	City/State/Zip: BALTIMORE, MD 21202
If "No" please explain: Not Applicable	Contact/Phone: CRAIG MOORE 410/246-9468
	Vendor No.: T27025558
	NV Business ID: NV19991328803

To what State Fiscal Year(s) will the contract be charged? **2011-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % Reimbursed by Examinees
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:
 a. Effective upon Board of Examiner's approval? **No** or b. other effective date **12/14/2010**
 Anticipated BOE meeting date **07/2011**
 Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved Termination Date: **06/30/2014**
 Contract term: **3 years and 198 days**
 4. Type of contract: **Contract**
 Contract description: **PROFESSIONAL SERVICE**

5. Purpose of contract:
This is the first amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$600,000 to \$2,400,000 due to an increased volume of examinations.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$600,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$1,800,000.00
4. New maximum contract amount:	\$2,400,000.00

II. JUSTIFICATION

7. What conditions require that this work be done?
Title 57 of the Nevada Revised Statutes (NRS) specifically Chapter 679B.230 to 679B.300 empowering the Commissioner of Insurance to determine the financial condition, obligations and compliance with State law for domestic and foreign insurers, associations of self-insured employers and other similar entities.

8. Explain why State employees in your agency or other State agencies are not able to do this work:
In the Insurance Division, only the Chief Examiner is certified as a Chief Financial Examiner (CFE). He manages the work of the independent contractors conducting examinations on behalf of the Insurance Division.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

All qualified contractors are chosen to perform these services.

d. Last bid date: 01/15/2002 Anticipated re-bid date: 01/15/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor has performed same services, satisfactorily, for the Division of Insurance since December 2010.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sderouss	06/24/2011 16:41:14 PM
Division Approval	sderouss	06/24/2011 16:41:18 PM
Department Approval	jfarle1	06/29/2011 09:15:05 AM
Contract Manager Approval	jknigh8	06/30/2011 08:35:16 AM
Budget Analyst Approval	kkolbe	06/30/2011 12:24:42 PM
Team Lead Approval	jmurph1	07/05/2011 15:22:12 PM
BOE Agenda Approval	jmurph1	07/05/2011 15:22:17 PM



BRIAN SANDOVAL
GOVERNOR

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
100413 A

Amendment 1

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. **Identify State agency and the contact person's name, title, telephone number and email address for this request:**

Shawna DeRousse, Deputy Commissioner
Division of Insurance
Department of Business & Industry
1818 E. College Parkway, Ste 103
Carson City, NV 89706
775-687-0789

- b. **Vendor contact information:**

RSM McGladrey, Inc.
100 International Drive Ste 1400, Baltimore, MD 21202
Contact: Craig Moore Phone: 410-246-9468

Address

- c. **Type of waiver requested:** Sole or single source Professional Service Exemption

2. **Description of work/services to be performed or commodity/good to be purchased:**

The work to be performed includes, but is not limited to, examining insurance company operations in the Continental United States for financial solvency and market/trade practices. Examiners also conduct organizational exams and assessments. Contract includes investigation, consultation, and court presentations. Reimbursement for direct travel and federal CONUS per diem will be paid.

3. **Describe the unique qualification required for the service or good to be purchased:**

These contracts are unique due to the high level of training, expertise, and professional designations necessary to perform examinations of insurance companies and related insurance entities in compliance with the National Association of Insurance Commissioners (NAIC) guidelines. The Division of Insurance maintains national accreditation in accordance with NAIC standards and, thus, has adopted the guidelines and recommendations governing insurance examinations (and examiners) as set forth.

4. **Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:**

The Division will contract with many companies. As previously described, insurance examiners are highly qualified firms and individuals, typically with several professional designations including Certified Public Accountant (CPA), Certified Financial Examiner (CFE), Fellow of the Casualty

Actuarial Associate (FCAS), Associate Financial Examiner (AFE), and other similar designations (see attached). No other credentials will serve. Additionally, an RFQ process would add nothing as the qualifications for an examiner are possession of specified designations and insurance examination expertise.

5. **What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:**

Denial of the waiver request will likely add time and cost to the process. Delay in retaining qualified examiners will impact the Division's ability to meet its statutory requirements to examine the authorized insurers not less frequently than every five years per NRS 679B.230. In turn, this jeopardizes the Division's ability to meet requirements for NAIC accreditation. If the Division loses its NAIC accreditation, insurance companies could leave Nevada to domicile with a state that is accredited and Nevada will lose the associated general fund revenue they generated from Premium Taxes.

The Division estimates at least 150 statutorily required financial exams will be opened annually. The exams are assigned throughout the year necessitating a sufficient number of examiners be available on a continual basis. Market conduct exams occur as needed throughout the year and are in addition to the financial exams. The Division will consider contracting with any firm or individual with proper credentials, insurance examination expertise and qualifications.

As stated under response #4., only those in possession of the designated credentials will suffice, no other credentials will serve.

6. **What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.**

Insurance examiners nationwide are aware of which states have independent contractors versus state employee positions. NAIC conducts an annual survey of the states and collects (among other things) information on the examination structure for each state. Therefore, the Division receives prospective resumes and inquires regarding open contract positions on a continual basis. If qualified, we contract with an examiner without exclusion; if their work performance meets NAIC standards, we will assign them to specific jobs under the terms of their contracts.

7. **How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?**

Per NRS 679B.290, which says in part "... As to expense and compensation involved in any such examination, the Commissioner shall give due consideration to scales and limitations recommended by the National Association of Insurance Commissioners and outlined in the examination manual sponsored by that association." The current recommended daily rate for Senior Insurance Examiner, CFE is \$328. Additionally, an hourly rate of \$135 has been established. Several states were surveyed and provided hourly rates ranging from \$120 to \$150 per hour. These rates appear reasonable when contrasted with other similar professional service and consulting fees.

8. **What is the estimated value and length of the contract, amendment or request?**

Current Contract Amount is \$600,000; Revised Contract Amount is \$2,400,000. Also included is a

Scope of Work, that was not included with the original contract.

- a. New contract Y N
b. Amendment Y N Amendment No. 1
{provide copy of previous waiver(s)}

Division of Insurance
Requesting agency

hereby requests approval for

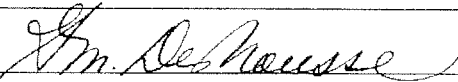
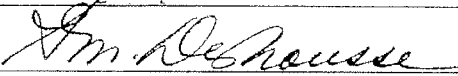
RSM McGladrey, Inc.

Proposed vendor

to provide the service/good for the amount and term as described above.


By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X Shawna DeRousse		6/17/11
Agency Representative Initiating Request		Date
X Shawna DeRousse		6/17/11
Agency Head Authorizing Request		Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

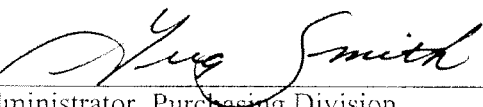
Signed:

X		
Reviewing Agency/Entity Signature		Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Approving Authority:

X		6-21-11
Administrator, Purchasing Division		Date

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 11224	Amendment Number: 1
Agency Name: INSURANCE DIVISION	Legal Entity Name: SMITH-LITTLE, LLC
Agency Code: 741	Contractor Name: SMITH-LITTLE, LLC
Appropriation Unit: 3817-10	Address: 405 CAPITOL STREET, STE 908
Is budget authority available?: Yes	City/State/Zip: CHARLESTON, WV 25301
If "No" please explain: Not Applicable	Contact/Phone: JOY LITTLE 304-720-0352
	Vendor No.: T27025502
	NV Business ID: NV20101395975

To what State Fiscal Year(s) will the contract be charged? **2011-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % Reimbursed by Examinees
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:
 a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/13/2010**
 Anticipated BOE meeting date **08/2011**
 Retroactive? **No**
 If "Yes", please explain

Not Applicable

3. Previously Approved Termination Date: **06/30/2014**
 Contract term: **3 years and 353 days**
 4. Type of contract: **Contract**
 Contract description: **PROFESSIONAL SERVICE**

5. Purpose of contract:
This is an amendment to the original contract, which provides for examinations of insurance companies. This amendment increases the maximum amount from \$1,200,000 to \$2,400,000 due to an increased volume of examinations.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$1,200,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$1,200,000.00
4. New maximum contract amount:	\$2,400,000.00

II. JUSTIFICATION

7. What conditions require that this work be done?
Title 57 of the Nevada Revised Statutes (NRS) specifically Chapter 679B.230 to 679.300B empowering the Commissioner of Insurance to determine the financial condition, obligations and compliance with State law for domestic and foreign insurers, associations of self-insured employers and other similar entities.

8. Explain why State employees in your agency or other State agencies are not able to do this work:
In the Insurance Division, only the Chief Examiner is certified as a Chief Financial Examiner (CFE). He manages the work of the independent contractors conducting examinations on behalf of the Insurance Division.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

All qualified contractors are chosen to perform these services.

d. Last bid date: 01/15/2002 Anticipated re-bid date: 01/15/2014

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sderouss	06/27/2011 11:12:56 AM
Division Approval	sderouss	06/27/2011 11:13:00 AM
Department Approval	jfarle1	06/29/2011 09:25:58 AM
Contract Manager Approval	jknigh8	06/30/2011 08:40:14 AM
Budget Analyst Approval	kkolbe	06/30/2011 12:31:54 PM
Team Lead Approval	jmurph1	07/06/2011 14:11:17 PM
BOE Agenda Approval	jmurph1	07/06/2011 14:11:23 PM



BRIAN SANDOVAL
GOVERNOR

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

Purchasing Use Only:
100422 A

Amendment 1

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

SOLICITATION WAIVER REQUEST FORM

1. a. **Identify State agency and the contact person's name, title, telephone number and email address for this request:**

Shawna DeRousse, Deputy Commissioner
Division of Insurance
Department of Business & Industry
1818 E. College Parkway, Ste 103
Carson City, NV 89706
775-687-0789

- b. **Vendor contact information:**

Smith-Little, LLC
405 Capitol Street, Ste 908, Charleston, WV 25301
Contact: Joy Little Phone: 304-720-0352

- c. **Type of waiver requested:** Sole or single source Professional Service Exemption

2. **Description of work/services to be performed or commodity/good to be purchased:**

The work to be performed includes, but is not limited to, examining insurance company operations in the Continental United States for financial solvency and market/trade practices. Examiners also conduct organizational exams and assessments. Contract includes investigation, consultation, and court presentations. Reimbursement for direct travel and federal CONUS per diem will be paid.

3. **Describe the unique qualification required for the service or good to be purchased:**

These contracts are unique due to the high level of training, expertise, and professional designations necessary to perform examinations of insurance companies and related insurance entities in compliance with the National Association of Insurance Commissioners (NAIC) guidelines. The Division of Insurance maintains national accreditation in accordance with NAIC standards and, thus, has adopted the guidelines and recommendations governing insurance examinations (and examiners) as set forth.

4. **Explain why this service or good cannot be competitively bid; if an emergency purchase please justify:**

The Division will contract with many companies. As previously described, insurance examiners are highly qualified firms and individuals, typically with several professional designations including Certified Public Accountant (CPA), Certified Financial Examiner (CFE), Fellow of the Casualty

Actuarial Associate (FCAS), Associate Financial Examiner (AFE), and other similar designations (see attached). No other credentials will serve. Additionally, an RFQ process would add nothing as the qualifications for an examiner are possession of specified designations and insurance examination expertise.

5. **What are the potential consequences to the State of Nevada if the waiver request is denied and the service or good is competitively bid:**

Denial of the waiver request will likely add time and cost to the process. Delay in retaining qualified examiners will impact the Division's ability to meet its statutory requirements to examine the authorized insurers not less frequently than every five years per NRS 679B.230. In turn, this jeopardizes the Division's ability to meet requirements for NAIC accreditation. If the Division loses its NAIC accreditation, insurance companies could leave Nevada to domicile with a state that is accredited and Nevada will lose the associated general fund revenue they generated from Premium Taxes.

The Division estimates at least 150 statutorily required financial exams will be opened annually. The exams are assigned throughout the year necessitating a sufficient number of examiners be available on a continual basis. Market conduct exams occur as needed throughout the year and are in addition to the financial exams. The Division will consider contracting with any firm or individual with proper credentials, insurance examination expertise and qualifications.

As stated under response #4., only those in possession of the designated credentials will suffice, no other credentials will serve.

6. **What market research was conducted to substantiate that there is no competition for the service or good? Please include an evaluation of other items considered, and provide documentation.**

Insurance examiners nationwide are aware of which states have independent contractors versus state employee positions. NAIC conducts an annual survey of the states and collects (among other things) information on the examination structure for each state. Therefore, the Division receives prospective resumes and inquires regarding open contract positions on a continual basis. If qualified, we contract with an examiner without exclusion; if their work performance meets NAIC standards, we will assign them to specific jobs under the terms of their contracts.

7. **How did your agency determine that the price/cost is fair or reasonable absent a competitive solicitation?**

Per NRS 679B.290, which says in part "... As to expense and compensation involved in any such examination, the Commissioner shall give due consideration to scales and limitations recommended by the National Association of Insurance Commissioners and outlined in the examination manual sponsored by that association." The current recommended daily rate for Senior Insurance Examiner, CFE is \$328. Additionally, an hourly rate of \$135 is has been established. Several states were surveyed and provided hourly rates ranging from \$120 to \$150 per hour. These rates appear reasonable when contrasted with other similar professional service and consulting fees.

8. **What is the estimated value and length of the contract, amendment or request?**

Current Contract Amount is \$1,200,000; Revised Contract Amount is \$2,400,000. Also included is a

Scope of Work, that was not included with the original contract.

- a. New contract Y N
b. Amendment Y N Amendment No. 1
{provide copy of previous waiver(s)}

Division of Insurance
Requesting agency

hereby requests approval for

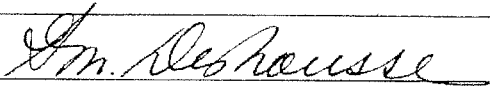
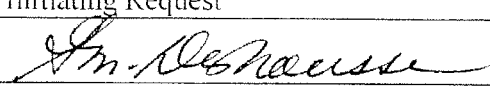
Smith-Little, LLC

Proposed vendor

to provide the service/good for the amount and term as described above.


By signing below I hereby certify that the information provided in this form is true and accurate to the best of my knowledge.

Signed:

X Shawna DeRousse		6/17/11
Agency Representative Initiating Request		Date
X Shawna DeRousse		6/17/11
Agency Head Authorizing Request		Date

In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada, State Purchasing has solicited a review of your request from another agency/entity. The signature below indicates that agency/entity has reviewed the information submitted. This signature does not exempt your agency from any other processes that may be required.

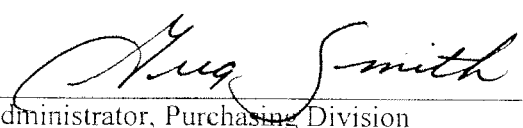
Signed:

X		
Reviewing Agency/Entity Signature		Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b) and NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Approving Authority:

X		6-21-11
Administrator, Purchasing Division		Date

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT1. Contract Number: **12432**

Agency Name:	DEPARTMENT OF TRANSPORTATION	Legal Entity Name:	Towill, Inc.
Agency Code:	800	Contractor Name:	Towill, Inc.
Appropriation Unit:	All Appropriations	Address:	
Is budget authority available?:	Yes	City/State/Zip	Concord, CA 94520-1068
If "No" please explain:	Not Applicable	Contact/Phone:	Randy Smith 9256826976
		Vendor No.:	
		NV Business ID:	NV20101275316
To what State Fiscal Year(s) will the contract be charged?	2011-2014		
What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.			
General Funds	0.00 %	Fees	0.00 %
X Federal Funds	95.00 %	Bonds	0.00 %
X Highway Funds	5.00 %	Other funding	0.00 %
Agency Reference #:	P290-11-802		

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **05/28/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

The NDOT requires this agreement to have a beginning date of June 28, 2011 due to the fact that the NDOT had a prior agreement with the same firm to provide the same services. The end cause of the agreement not being amended prior to termination was the fact that there was no one within Agreement Services at NDOT who had access to the CETS in order for the amendment to be approved by the BOE prior to termination.

3. Termination Date: **12/30/2013**Contract term: **2 years and 217 days**4. Type of contract: **Provider Agreement**Contract description: **Aeronautical Surveys**

5. Purpose of contract:

This is a new contract to provide a survey of localizer performance with vertical guidance approaches at five airports within Nevada, with data being sent to the Federal Aviation Administration (FAA). The survey is to identify potentially hazardous obstructions in navigatable airspace.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$450,000.00**

Other basis for payment: Upon completion and acceptance by the FAA and the Department.

II. JUSTIFICATION

7. What conditions require that this work be done?

The FAA has requested NDOT to create and provide an Architectural and Engineering physical obstructions survey at the end of Nevada airport runways. The survey data will be submitted to the National Geodetics Survey, and then publish as a Lateral Precision with Vertical (LPV) Guidelines for airport approaches by the FAA. LPV approaches provide precision vertical and horizontal guidance to pilots operating aircraft in meteorological conditions. The survey is to identify potentially hazardous obstructions in navigatable airspace.

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

Due to the lack of specialized expertise to conduct physical obstruction surveys at the end of airport runways. NDOT will provide 5% in kind services working with the vendor.

9. Were quotes or proposals solicited? No
Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

d. Last bid date: 10/29/2009 Anticipated re-bid date: 01/01/2012

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Prior contractor with NDOT, August 2010 - May 2011. Quality of service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	ghudso1	07/06/2011 11:41:31 AM
Division Approval	ghudso1	07/06/2011 11:41:34 AM
Department Approval	ghudso1	07/06/2011 11:41:38 AM
Contract Manager Approval	ghudso1	07/06/2011 11:41:41 AM
Budget Analyst Approval	cwatson	07/18/2011 11:03:31 AM
Team Lead Approval	cwatson	07/18/2011 11:03:35 AM
BOE Agenda Approval	cwatson	07/18/2011 11:03:38 AM
BOE Final Approval	Pending	




Brian Sandoval
Governor

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
1263 S. Stewart Street
Carson City, Nevada 89712

Susan Martinovich, P.E.
Director

MEMORANDUM

July 7, 2011

TO: Board of Examiners
FROM: Mrs. Marty Elzy, Agreement Coordinator 
SUBJECT: Agreement with Towill, Inc.

Due to limited access to the Contract Entry and Tracking System by personnel within the Nevada Department of Transportation Agreement Services and the inability of the Planning Division to prepare the documentation in a timely manner, an amendment to the original agreement with Towill, Inc. was unsuccessfully completed prior to the termination date. The original agreement had a termination date of May 28, 2011. The new agreement was prepared as judicious as possible with the retroactive start date of May 28, 2011. As the NDOT Agreement Coordinator, I am requesting the Board's approval of the effective date of May 28, 2011.

Approved:

Board of Examiners

Date

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12445**

Agency Name: **DEPT OF MOTOR VEHICLES**
 Agency Code: **810**
 Appropriation Unit: **4744-14**
 Is budget authority available?: **Yes**
 If "No" please explain: Not Applicable

Legal Entity Name: **INTELLECTUAL TECHNOLOGY INC**
 Contractor Name: **INTELLECTUAL TECHNOLOGY INC**
 Address: **1926 KELLOGG AVE STE A**
 City/State/Zip: **CARLSBAD, CA 92008**
 Contact/Phone: null760/476-9100
 Vendor No.: T27006453
 NV Business ID: NV20101412115

To what State Fiscal Year(s) will the contract be charged? **2012-2022**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Fee Funds

Agency Reference #: RFP #1888

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **03/31/2022**

Contract term: **10 years and 245 days**

4. Type of contract: **Contract**

Contract description: **DMV Kiosks**

5. Purpose of contract:

This is a new contract to provide for the installation, maintenance and operation of kiosks available for public use. The DMV kiosks will allow the public to perform various DMV transactions and miscellaneous functions to alleviate the need for the public to interact with DMV personnel.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$27,591,949.00**

II. JUSTIFICATION

7. What conditions require that this work be done?

Senate Bill 441 of the 2001 Legislative Session.

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

State employees do not have the equipment or expertise to perform this service.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? Yes

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Upon thorough review and evaluation of proposals, this vendor was the highest scored proposal by the evaluation committee.

d. Last bid date: 03/16/2011 Anticipated re-bid date: 03/01/2021

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Currently under contract with DMV.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csthil	07/07/2011 15:51:05 PM
Division Approval	csthil	07/07/2011 15:51:08 PM
Department Approval	dcook	07/07/2011 15:58:21 PM
Contract Manager Approval	hazevedo	07/07/2011 16:06:46 PM
Budget Analyst Approval	cwatson	07/11/2011 09:29:25 AM
Team Lead Approval	cwatson	07/11/2011 09:29:29 AM
BOE Agenda Approval	cwatson	07/26/2011 14:43:51 PM
BOE Final Approval	Pending	

Brian Sandoval
Governor



Bruce H. Breslow
Director

555 Wright Way
Carson City, Nevada 89711-0900
Telephone (775) 684-4368
www.dmvnv.com

RECEIVED
JUL 07 2011

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

June 29, 2011

RE: Next Generation Kiosk Request for Proposal – Contract Term

The Department requested a 4-year contract with the option of three 2-year renewal options for a potential contract term of ten (10) years in the Next Generation Kiosk Request for Proposal. Potential vendors were asked to provide pricing based on a 4-year, 7-year, and 10-year contract. Although the terms of the contract with the potential vendor remain confidential until the notification of award letter is issued, we are submitting for your review and consideration the terms which the Department believes will ensure that a 10-year contract will not deter new technologies or transactions:

1. Section 3.1.2 of the Request for Proposal Scope of Work requires the vendor to provide all existing transactions as well as "Other Transactions to be Determined." Vendor response: *"(Vendor) kiosks shall continue to provide existing transaction types as well as any additional transactions deemed feasible by (Vendor) and the DMV."*
2. Section 3.2.2 of the Request for Proposal Scope of Work outlines the DMV's vision for the kiosk program, including the expansion of kiosks as well as new transactions. Vendor response: *"(Vendor) recognizes and shares the DMV's vision for this program and appreciates the DMV's approach to offering not just vehicle registration renewals or reinstatements, but also the ability to process duplicate registrations/decals, renew driver licenses and driver histories as well. (Vendor) will welcome opportunities to expand the SST/Kiosk services as requested by the DMV. It is (Vendor's) goal to form a long term relationship with the DMV by working closely with the DMV as a partner to ensure the current and future success of the program."*
3. Section 3.2.9 of the Request for Proposal Scope of Work states vendor shall ensure the system architecture is scalable and designed to easily and inexpensively accommodate changes (future transactions, products, upgrades, and features) resulting from DMV business rules, workflows, and legislation at no additional cost. Vendor response: *"(Vendor) has designed the SST/Kiosk program to be scalable at all levels including mechanical, software design, database, infrastructure, and support levels. (Vendor) has designed all components in a modular fashion to allow for expansion of services in the future or to accommodate change requests necessitated by changes due to legislation, workflow, or business rules at no additional cost."*
4. Item "g" of the negotiated items (Attachment CC of the Contract) states, *"Throughout the term of the contract if kiosks become obsolete, (Vendor) agrees to upgrade/replace at no charge to the State."*

The Department's relationship with self-service terminal/kiosk vendors has historically been one of cooperation with mutually agreed upon upgrades and functionalities. The specifications in the contract also require the vendor to interface with current DMV applications for transaction processing. Once a transaction has been developed, tested, and proven on the Web, the natural progression is to add it to the kiosk; however, this does not preclude other non-Web transactions from being added.

With the passage of SB441, the kiosk program is becoming self-funded. The fees paid to the vendor will be added to the cost of each transaction and paid by the customer. In addition, this funding mechanism will allow the Department to deploy up to 80 kiosks in neighborhoods, business centers, and rural communities at no cost to the State. The Department will also have the ability to add new transactions such as driver's license and identification card renewals and duplicates, which will help to further reduce wait times.

The proposed fees for the 4-year contract would be \$4 for a vehicle registration renewal (the most utilized transaction) and \$1 for all non-registration transactions. The negotiated fees based on a 10-year contract will be \$3 for a vehicle registration and \$1 for all non-registration transactions. The Department does not provide start-up costs for the self-service terminals. These expenses are borne by the vendor who can then amortize the costs over the term of the contract and, thereby, reduce the costs. The fees will be established in regulations.

The Department has also had high-level discussions with other state agencies who have expressed a willingness to explore adding some of their services and transactions to the DMV kiosks. With the new self-funded approach to this program, the addition of transactions is mutually beneficial to the State, the vendor, and the citizens of Nevada.

Based on the above, it is our belief the ability to extend the contract term is in the best interest of the State. We also believe the vendor has expressed and demonstrated its dedication to working with the Department to expand transaction selections. For these reasons, we respectfully request your approval of the 10-year contract term.

Attachment CC – Negotiated Items

Intellectual Technology, Inc. (ITI) agrees to the following:

Technical Proposal:

- a) Section 3.1.3 Project Objectives: In addition to the existing self-service terminals, ITI will deploy up to 40 additional terminals each of the first two (2) years of the contract term.
- b) Section 3.8.6.1 Warranty and Maintenance of Software: ITI will warrant all software products supplied or developed under this contract for the term of the contract.
- c) Section 3.8.6.6 Vendor’s Maintenance Point of Contact: ITI will provide call service hours from 3:00 a.m. to 9:00 p.m. PST with an on call system from 9:00 p.m. to 3:00 a.m.
- d) Section 3.9.1.1 Project Plan: ITI will provide escalation procedures by April 1, 2012 and Version one (1) of a single source functional specification document to be approved by contractor and agency prior to April 1, 2012.
- e) Section 3.9.4.2 Education and Training: ITI will develop and provide a policy and procedure manual for distribution to locations where kiosks will be utilized.
- f) All advertising or promotional content must be approved and signed off by the DMV appointed authority prior to release to the public.
- g) Throughout the term of the contract if kiosks become obsolete ITI agrees to upgrade/replace at no charge to the State.
- h) ITI will take the lead in securing partner locations, which shall be approved by the DMV Site Selection Subcommittee.

Cost Proposal is revised as follows:

- a) Transactions which include printing of decals are charged a \$3.00 fee per successful transaction.
- b) Transactions that do not include the printing of decals are charged a \$1.00 fee per successful transaction.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

Independent Contractor's Signature	Date	Independent's Contractor's Title
Signature- State of Nevada	Date	Title

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **11068** Amendment Number: **1**

Agency Name: **EMPLOYMENT SECURITY DIVISION** Legal Entity Name: **Workforce Connections**

Agency Code: **902** Contractor Name: **Workforce Connections**

Appropriation Unit: **4770-11** Address: **7251 W LAKE MEAD BLVD STE 200**

Is budget authority available?: **Yes** City/State/Zip: **LAS VEGAS, NV 89128**

If "No" please explain: Not Applicable Contact/Phone: null702/638-8750

Vendor No.: T81079028

NV Business ID: Government Entity

To what State Fiscal Year(s) will the contract be charged? **2011-2012**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: PY10-DW-02

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2010**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable3. Previously Approved Termination Date: **06/30/2012**Contract term: **2 years**4. Type of contract: **Interlocal Agreement**Contract description: **Speciality Services**

5. Purpose of contract:

This is the first amendment to the original interlocal agreement, which provides employment and training services to dislocated workers in southern Nevada as required by the Workforce Investment Act code of Federal Regulations Part 652 et al. This amendment reduces the maximum amount of the contract from \$5,102,209 to \$5,091,127 pursuant to the Training and Employment Guidance Letter number 23-10 from the United States Department of Labor effective May 3, 2011 and incorporates the entity's name change from Southern Nevada Workforce Investment Board to Workforce Connections.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$5,102,209.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	-\$11,082.00
4. New maximum contract amount:	\$5,091,127.00

II. JUSTIFICATION

7. What conditions require that this work be done?

Workforce Investment Act of 1998.

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

The Governor's Workforce Investment Board designated the Local Workforce Investment Boards to facilitate the required employment and training services in compliance with WIA.

9. Were quotes or proposals solicited? No
 Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Governor's Designated Agency - Interlocal contract
 CFR 652 et al

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Workforce Connections has been under contract with the Department of Employment, Training and Rehabilitation since 1999 and has been performing satisfactorily.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:
 Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	tmyler	06/24/2011 08:19:28 AM
Division Approval	tnash	07/06/2011 15:37:26 PM
Department Approval	tnash	07/06/2011 15:37:30 PM
Contract Manager Approval	bfor1	07/13/2011 15:03:58 PM
Budget Analyst Approval	knielsen	07/14/2011 14:16:11 PM
Team Lead Approval	cwatson	07/15/2011 15:02:57 PM
BOE Agenda Approval	cwatson	07/15/2011 15:03:02 PM

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12394**

Agency Name: EMPLOYMENT SECURITY DIVISION Agency Code: 902 Appropriation Unit: 4771-07 Is budget authority available?: Yes If "No" please explain: Not Applicable	Legal Entity Name: SIERRA NEVADA CONSTRUCTION INC Contractor Name: SIERRA NEVADA CONSTRUCTION INC Address: 2055 E GREG ST City/State/Zip: SPARKS, NV 89431-6561 Contact/Phone: Jeff Ruston 775/355-0420 Vendor No.: PUR0003792 NV Business ID: NV19881009372
---	--

To what State Fiscal Year(s) will the contract be charged? **2012**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % ESD Special Funds

Agency Reference #: 1657-11-DETR

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 08/2011

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **06/30/2012**

Contract term: **334 days**

4. Type of contract: **Contract**

Contract description: **SEAL / STRIP**

5. Purpose of contract:

This is a new contract to provide sealing and striping of parking lots at the following Department of Employment, Training, and Rehabilitation owned facilities: Reno Casual Labor, Fallon Job Connect and Elko Job Connect.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$20,725.00**

Other basis for payment: State to pay contractor upon satisfactory completion of each project identified in the solicitation and contractors response, with the total not to exceed \$20,725.

II. JUSTIFICATION

7. What conditions require that this work be done?

Sealing and striping of these parking lots enhances the longevity of the parking areas, promotes safe parking, and provides directional safety features.

8. 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 or equipment to perform this work.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

No other vendors responded.

d. Last bid date:

Anticipated re-bid date:

10. Does the contract contain any IT components?

No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	tmyler	07/06/2011 08:21:01 AM
Division Approval	tnash	07/07/2011 13:13:23 PM
Department Approval	tnash	07/07/2011 13:13:26 PM
Contract Manager Approval	bfor1	07/07/2011 14:28:46 PM
Budget Analyst Approval	knielsen	07/12/2011 14:03:35 PM
Team Lead Approval	cwatson	07/15/2011 15:01:13 PM
BOE Agenda Approval	cwatson	07/15/2011 15:01:17 PM
BOE Final Approval	Pending	

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **10291** Amendment Number: **2**

Agency Name: **EMPLOYMENT SECURITY DIVISION** Legal Entity Name: **TANGERINE EXPRESS, INC. DBA TANGERINE OFFICE SYSTEMS**

Agency Code: **902** Contractor Name: **TANGERINE EXPRESS, INC. DBA TANGERINE OFFICE SYSTEMS**

Appropriation Unit: **All Appropriations** Address: **1175 AMERICAN PACIFIC DR STE F**

Is budget authority available?: **Yes** City/State/Zip: **HENDERSON, NV 89074**

If "No" please explain: **Not Applicable** Contact/Phone: **null702/260-6650**

To what State Fiscal Year(s) will the contract be charged? **2010-2014** Vendor No.: **T81089983**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources. NV Business ID: **NV19991177859**

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % All Budget Accounts

Agency Reference #: **1412-11-DETR**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **09/25/2009**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved Termination Date: **08/31/2011**

Contract term: **3 years and 341 days**

4. Type of contract: **Contract**

Contract description: **Repair/Maintenance**

5. Purpose of contract:

This is the second amendment to the original contract, which provides for the repair and maintenance of office machines at all Southern Nevada Department of Employment, Training, and Rehabilitation locations. This amendment extends the termination date from August 31, 2011 to August 31, 2013 and increases the maximum amount from \$9,500 to \$19,500 due to extension of the contract term.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$9,500.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$10,000.00
4. New maximum contract amount:	\$19,500.00
and/or the termination date of the original contract has changed to:	08/31/2013

II. JUSTIFICATION

7. What conditions require that this work be done?

We need efficient, low cost, timely PC & printer maintenance and repairs.

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

Employees do not have the expertise or stock parts for department equipment.

9. Were quotes or proposals solicited? Yes
Was the solicitation (RFP) done by the Purchasing Division? No

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

One in a vendor pool

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Tangerine Express, Inc. has been providing satisfactory work for the Southern Nevada Department of Employment, Training and Rehabilitation since September, 2009.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jmacnab	05/17/2011 13:13:16 PM
Division Approval	tnash	07/08/2011 14:38:06 PM
Department Approval	tnash	07/08/2011 14:38:09 PM
Contract Manager Approval	bfor1	07/08/2011 14:45:47 PM
Budget Analyst Approval	knielsen	07/11/2011 13:10:53 PM
Team Lead Approval	cwatson	07/15/2011 14:57:32 PM
BOE Agenda Approval	cwatson	07/15/2011 14:57:36 PM

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **12375**

Agency Name: DETR ADMINISTRATIVE SERVICES	Legal Entity Name: MCNEIL, CHARLES DBA
Agency Code: 908	Contractor Name: MCNEIL, CHARLES DBA
Appropriation Unit: All Budget Accounts - Category 04	Address: MCNEILS CLEANING SERVICE
Is budget authority available?: Yes	PO BOX 40916
If "No" please explain: Not Applicable	City/State/Zip: RENO, NV 89504
	Contact/Phone: null775/359-4422
	Vendor No.: T29009078
	NV Business ID: NV20061269584
To what State Fiscal Year(s) will the contract be charged?	2012-2014

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % All DETR Budget Accounts

Agency Reference #: 1658-13-DETR

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date 08/2011

Retroactive? **Yes**

If "Yes", please explain

There was difficulty in obtaining the vendor's current insurance and license certifications, and the Fallon Job Connect office required ongoing janitorial services in order to maintain a clean and inviting facility for customers and staff.

3. Termination Date: **08/09/2013**

Contract term: **2 years and 40 days**

4. Type of contract: **Contract**

Contract description: **Janitorial Services**

5. Purpose of contract:

This is a new contract, which provides janitorial services at the Nevada Job Connect, located at 121 Industrial Way, Fallon Nevada.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$20,000.00**

Other basis for payment: \$715 per month upon submittal of approved invoice to agency. Special janitorial services upon receipt and approval of an invoice.

II. JUSTIFICATION

7. What conditions require that this work be done?

State of Nevada must maintain a clean facility for the safety and health of department clients and staff.

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

State of Nevada does not have the manpower to provide this service in-house.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Lowest Bidder

d. Last bid date: 06/30/2011 Anticipated re-bid date: 04/01/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

McNeil's Cleaning Service, LLC has been providing satisfactory service for the Department of Employment, Training, and Rehabilitation since July 2007.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	tmyler	06/20/2011 10:19:26 AM
Division Approval	tnash	07/08/2011 14:32:32 PM
Department Approval	tnash	07/08/2011 14:32:36 PM
Contract Manager Approval	bfor1	07/08/2011 14:41:37 PM
Budget Analyst Approval	knielsen	07/11/2011 15:13:07 PM
Team Lead Approval	cwatson	07/15/2011 14:58:40 PM
BOE Agenda Approval	cwatson	07/15/2011 14:58:45 PM
BOE Final Approval	Pending	

BRIAN SANDOVAL
GOVERNOR




DENNIS PEREA
INTERIM DIRECTOR

OFFICE OF THE DIRECTOR

MEMORANDUM

DATE: July 26, 2011

TO: Jeff Mohlenkamp, Clerk of the Board
Board of Examiners

FROM: Dennis Perea, Interim Director
Department of Employment, Training, and Rehabilitation 

SUBJECT: Retroactive Janitorial Contract

The Department of Employment, Training, and Rehabilitation respectfully requests approval of McNeil's Cleaning Services contract for the Fallon Job Connect office retroactive to July 1, 2011. The reason for the delay in processing the above-referenced contract was due to difficulty in obtaining the vendor's current insurance and license certifications after the contract was awarded. The Fallon Job Connect requires ongoing janitorial services in order to maintain a clean and inviting facility for customers and staff. Delaying cleaning services will jeopardize both the health and safety of the staff and clients.

Thank you for your consideration of this request. Please feel free to contact Tamara Nash, Chief of Operations with any questions or concerns at (775) 684-3891.

DP:bf

CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

A Contract Between the State of Nevada
Acting By and Through Its
Department of Employment, Training and Rehabilitation
500 East Third Street
Carson City, Nevada 89713
Contact: Brenda Ford ~ BJFord@nvdeetr.org
Ph. (775) 684-3901 ~ (775) 684-3848 Fax

And

Charles McNeil dba McNeil's Cleaning Services, Inc.
P.O. Box 40916
Reno, NV 89504
(775) 359-4422 ~ (775) 359-2207 Fax
T29009078

WHEREAS, NRS 333.700 authorizes elective officers, heads of departments, boards, commissions or institutions to engage, subject to the approval of the Board of Examiners, services of persons as independent contractors; and WHEREAS, it is deemed that the service of Contractor is both necessary and in the best interests of the State of Nevada; NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. REQUIRED APPROVAL. This Contract shall not become effective until and unless approved by the Nevada State Board of Examiners.
2. DEFINITIONS. "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307. "Independent Contractor" means a person or entity that performs services and/or provides goods for the State under the terms and conditions set forth in this Contract. "Fiscal Year" is defined as the period beginning July 1 and ending June 30 of the following year.
3. CONTRACT TERM. This Contract shall be effective subject to Board of Examiners' approval, retroactively to July 1, 2011 through August 9, 2013, unless sooner terminated by either party as specified in paragraph ten (10).
4. NOTICE. Unless otherwise specified, termination shall not be effective until 30 calendar days after a party has served written notice of default, or without cause upon the other party. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified above.
5. INCORPORATED DOCUMENTS. The parties agree that the scope of work shall be specifically described. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:	SCOPE OF WORK;
ATTACHMENT BB:	INSURANCE SCHEDULE; AND
ATTACHMENT CC:	CONTRACTOR'S RESPONSE

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **CONV7060** Amendment Number: **2**
 Agency Name: **MASTER SERVICE AGREEMENTS** Legal Entity Name: **Kelly Services**
 Agency Code: **MSA** Contractor Name: **Kelly Services**
 Appropriation Unit: **9999 - All Categories** Address: **3365 E Flamingo Rd Ste 2**
 Is budget authority available?: **Yes** City/State/Zip: **Las Vegas, NV 89121**
 If "No" please explain: **Not Applicable** Contact/Phone: **Eli Rodriquez 702-658-1656**
 Vendor No.: **T80936868**
 NV Business ID: **NV19611001188**

To what State Fiscal Year(s) will the contract be charged? **2009-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Various

2. Contract start date:
 a. Effective upon Board of Examiner's approval? **No** or b. other effective date **01/01/2009**
 Anticipated BOE meeting date **08/2011**
 Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved Termination Date: **12/31/2011**
 Contract term: **4 years**
 4. Type of contract: **MSA**
 Contract description: **Professional Services**

5. Purpose of contract:
This is the second amendment to the original contract which provides temporary employment services as needed by state agencies. This amendment extends the termination date from December 31, 2011 to December 31, 2012 and increases the maximum amount from \$3,000,000.00 to \$6,000,000.00 due to the continued need for these services. Additionally, this amendment clarifies that state agencies are responsible for acquiring fingerprint-based background checks rather than requesting them from the temporary employment contractor.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$3,000,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$3,000,000.00
4. New maximum contract amount:	\$6,000,000.00
and/or the termination date of the original contract has changed to:	12/31/2012

II. JUSTIFICATION

7. What conditions require that this work be done?
The State is contracting with a temporary employment company so the State is not in a position of being held as the employer.

8. Explain why State employees in your agency or other State agencies are not able to do this work:
The State does not provide temporary employee services.

9. Were quotes or proposals solicited? Yes
Was the solicitation (RFP) done by the Purchasing Division? Yes

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Upon thorough review and evaluation of proposals, this vendor was one of two highest scored proposals for a statewide solution by the evaluation committee.

d. Last bid date: 03/01/2004 Anticipated re-bid date: 03/01/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor is currently providing these services to the State.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sberry	07/05/2011 12:57:23 PM
Division Approval	sberry	07/05/2011 12:57:26 PM
Department Approval	ktarter	07/05/2011 13:10:42 PM
Contract Manager Approval	sberry	07/05/2011 13:11:33 PM
Budget Analyst Approval	csawaya	07/18/2011 09:07:17 AM
Team Lead Approval	jteska	07/20/2011 16:14:45 PM
BOE Agenda Approval	jteska	07/20/2011 16:14:49 PM

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: **CONV7061** Amendment Number: **2**

Agency Name: **MASTER SERVICE AGREEMENTS** Legal Entity Name: **Manpower**

Agency Code: **MSA** Contractor Name: **Manpower**

Appropriation Unit: **9999 - All Categories** Address: **1745 Vassar Street**

Is budget authority available?: **Yes** City/State/Zip: **Reno, NV 89502**

If "No" please explain: **Not Applicable** Contact/Phone: **Pat Harrigan 7753286020**

Vendor No.: **T81026942**

NV Business ID: **NV19651001276**

To what State Fiscal Year(s) will the contract be charged? **2009-2013**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	X Other funding	100.00 % Various

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **01/01/2009**

Anticipated BOE meeting date **08/2011**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved Termination Date: **12/31/2011**

Contract term: **4 years**

4. Type of contract: **MSA**

Contract description: **Professional Services**

5. Purpose of contract:

This is the second amendment to the original contract which provides temporary employment services as needed by state agencies. This amendment extends the termination date from December 31, 2011 to December 31, 2012 and increases the maximum amount from \$3,000,000.00 to \$6,000,000.00 due to the continued need for these services. Additionally, this amendment clarifies that State agencies are responsible for acquiring fingerprint based background checks rather than requesting these checks through the temporary employment contractor.

6. CONTRACT AMENDMENT

1. The maximum amount of the original contract:	\$3,000,000.00
2. Total amount of any previous contract amendments:	\$0.00
3. Amount of current contract amendment:	\$3,000,000.00
4. New maximum contract amount:	\$6,000,000.00
and/or the termination date of the original contract has changed to:	12/31/2012

II. JUSTIFICATION

7. What conditions require that this work be done?

The State is contracting with a temporary employment company so the State is not in a position of being held as the employer.

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

The State does not provide temporary employee services.

9. Were quotes or proposals solicited? Yes
Was the solicitation (RFP) done by the Purchasing Division? Yes

a. If yes, list the names of vendors that submitted proposals:

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Upon thorough review and evaluation of proposals, this vendor was one of two highest scored proposals for a statewide solution by the evaluation committee.

d. Last bid date: 03/01/2004 Anticipated re-bid date: 03/01/2013

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. Is the contractor a consultant that is providing an opinion or advice as defined in S.A.M. Chapter 300? (S.A.M. states "a consultant is a person that provides information, an opinion, or advice for a fee")

No

b. Is the contractor a current employee of the State of Nevada?

No If "Yes", is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

Not Applicable

c. Was the contractor formerly employed by the State of Nevada within the past one (1) year?

No If "Yes", please provide employment termination date.

d. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor has been providing these services to the State since 2004.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sberry	06/29/2011 12:24:03 PM
Division Approval	sberry	06/29/2011 12:24:06 PM
Department Approval	ktarter	06/29/2011 12:28:56 PM
Contract Manager Approval	sberry	06/30/2011 14:07:13 PM
Budget Analyst Approval	csawaya	07/18/2011 09:09:29 AM
Team Lead Approval	jteska	07/20/2011 16:12:08 PM
BOE Agenda Approval	jteska	07/20/2011 16:12:12 PM