

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

1. Reason/purpose for requested change:

It is the Governor's Finance Office standard practice to have contracts related to computer software maintenance that consists of license, agreements, right to download updated remotely and/or off-site technical support approved by the Board of Examiners or the Clerk of the Board. State Administrative Manual (SAM) policy 0326 exempts these types of contracts from the approval of the Board.

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

SAM policy conflicts with current practice. The elimination of item 8 within the policy will deliver a statewide consistency.

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

No substantial fiscal impacts are projected.

4. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). (please provide requested change as an attachment):

Appointing Authority: _____

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

0326 Independent Contracts Not Requiring Board of Examiners' Review

The following types of contracts need not be filed with or approved by the Board of Examiners:

1. Contracts executed by the Department of Transportation for any construction or reconstruction of highways. Contracts executed by the State Public Works Division or any other department or agency for any construction or major repairs, which includes without limitation anticipatory repairs such as remodeling or maintenance, of State buildings, or State improvements (i.e., dams, boat ramps, camp grounds), including its leaseholds, if the contracting process was controlled by the rules of open competitive bidding. (SAM 0338 and 1908)
3. Contracts executed by the Housing Division of the Department of Business & Industry.
4. Contracts executed with business entities for any work or maintenance or repair of office machines and equipment. (Does not include computer hardware, computer hardware maintenance and computer software, or items listed in SAM section 0330)
5. Contracts entered into by the Nevada System of Higher Education.
6. Contracts for similar services provided by the same contractor within the same fiscal year which if combined would not exceed \$1,999.
7. Repair, replacement and installation of parts on automobiles and light trucks, including aircraft, heating and air conditioning refer to SAM 1552
- ~~8. Computer software maintenance that consists of the following: license agreements, right to download updates remotely and/or off site technical support.~~