

**REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)**

Agency Code: 083  
Department: Department of Administration  
Division (if applicable): Purchasing  
Department Appointing Authority: Director Joy Grimmer  
Agency contact (name, phone and e-mail): William Taylor, 775-515-5173, btaylor@admin.nv.gov  
Budget Division Analyst (name, phone and e-mail): Venus Fajota, 775-684-0210, vbfajota@finance.nv.gov  
Proposed BOE date: June 9, 2026  
Proposed effective date: July 1, 2026

1. Reason/purpose for requested change:  
A) **To remove the requirement that state purchasing reviews all informal purchases of goods between \$5,000 and \$49,999.**  
B) **To provide clarification when formal solicitation is required to be run for services.**
  
2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):  
A) **Standardizing this requirement to be in line with the formal goods solicitation threshold, will align with the requirements of CORE.NV workflow. All "goods" purchases will be required to be entered into CORE.NV, so additional entries for the Purchasing Division's review are not necessary.**  
B) **This will provide clarity for agencies, as there continues to be confusion surrounding the formal solicitation requirement when contracting services valued at \$25,000 or more per fiscal year.**
  
3. Will recommended change have a fiscal impact (if yes, explain): No
  
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): **SAM0305 Attached**

Department Appointing Authority: Joy Grimmer Date 5/8/2026  
Clerk of the Board Review: [Signature] Date 5/12/2026  
(required for website posting)

BOARD OF EXAMINERS APPROVAL DATE: \_\_\_\_\_

(for BOE use only)

Revised 2-2026

## SAM0305 Competition Requirements

C. The following dollar limits apply when conducting competition as part of a proposed purchase

1. All purchases of goods worth less than \$50,000 or services worth less than \$25,000 *per fiscal year* may be made by agencies after an informal process. See SAM 0313.

~~2. Purchases of goods valued at more than \$5,000, but less than \$50,000 require review by State Purchasing after an informal process. See SAM 0313.~~

3. Purchases of goods of \$50,000 or more must be made by State Purchasing using a formal solicitation process. See SAM 0318 or SAM 0319.

4. Purchases of services with an estimated contract value of ~~at least~~ \$25,000 *or more* per fiscal year, ~~or at least~~ *and less than* \$100,000 in estimated total contract value, must be made *by the agency* using a formal solicitation process. ~~If the estimated contract value is less than \$25,000 per fiscal year and less than \$100,000 in total, but exceeds \$25,000 in total value, the agency may conduct the formal solicitation itself or ask State Purchasing to conduct the formal solicitation.~~

5. Purchases of services *with an estimated contract value* of \$100,000 or more must be made by State Purchasing using a formal solicitation process. See SAM 0319.

D. When goods and services are combined, the purchase shall be treated as a contract for services. This requirement helps prevent the problem of splitting goods and services to circumvent the required approvals based on dollar thresholds.