

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

A.

Agency Code: 080

Department: Administration

Division (if applicable): Budget

Appointing authority: Jeff Mohlenkamp

Agency contact: Carla Watson, 684-0214, clwatson@admin.nv.gov

Proposed BOE date: 3/11/14

1. Reason/purpose for requested change:

SAM 0336 - Update the dollar amount of a contract amendment required to be submitted to the Board of Examiners for approval to be consistent with original contract limits.

2. Existing and recommended language in SAM (*bold italics* is new language being proposed and ~~strikethrough~~ is deleted language being proposed).
3. Proposed effective date:

Upon approval

0336 Amendments to Contracts

All contracts requiring Board of Examiners' review may be amended if such an amendment is deemed to be in the best interest of the State. Amendments include, but are not limited to, additional money or time required to complete the scope of work of the of the contract, any change in the basis of payment for the contract or any substantive change to the scope of work which would affect the anticipated results of the contract.

Except for those contracts waived under [SAM 0326](#), all amendments to contracts require Board review and approval. Such review may determine that it is in the best interest of the State to have a new contract with another contractor rather than amend the contract with the current contractor. The Clerk or his designee may, on behalf of the Board, approve amendments that which extend the time of the contract with no additional money and amendments that increase the contract by less than ~~\$10,000~~ **\$50,000**. Amendments increasing the total amount of the contract above \$50,000 will need to be submitted to the Board of Examiners. The Clerk may also approve contract amendments that change the scope of work if such a change is deemed to not adversely affect the State's interest.

All amendments must include language that clearly identifies the applicable change/revision; i.e., amount of monetary increase and new maximum amount, change of effective/termination date from 00/00/00 to 00/00/00, etc.

Amendments should be submitted in the following format: one copy of the amendment with a copy of the original contract, complete with any prior amendments to the contract and all attachments (e.g. the State's solicitation, contractor's response, etc.) attached as Exhibit A. All remaining copies of the amendment should be submitted with a copy of the original contract and any prior amendments attached as Exhibit A.

Three copies of the amendment must be submitted for Board of Examiners' approval. Each copy must have the original signatures of the Attorney General or representative, the responsible agency representative and the contractor. Contract distribution is as follows: One copy for the Fiscal Analysis Division of the Legislative Counsel Bureau; one copy to be returned to the agency; and one copy for the independent contractor.

A Contract Summary Form must accompany ~~all~~ *each copy of the* contract amendments submitted for review and approval.