

Governor's Finance Office Contract Entry and Tracking System (CETS) Manual

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Contract Entry and Tracking System (CETS) Manual

This manual is intended to demonstrate how to enter a contract summary form for a contract or amendment in the Contract Entry and Tracking System (CETS). It is not intended to be a substitute for contract training provided by the Purchasing Division.

Summary of Revisions (from September 2022 Revision)

Increased Threshold for Contracts Approved by the Clerk (reference All Agency Memo #2021-10)

Pursuant to Senate Bill 445 passed during the 2021 Legislative Session, delegation of **authority for the Clerk, or designee, to approve contracts less than \$50,000 was increased to less than \$100,000.**

On September 14, 2021, the BOE approved various changes to SAM Section 300 pertaining to contracts. This includes SAM Section 0310 - Approval of Cooperative Agreements, SAM Section 0316 - Approval of Interlocal Contracts and SAM Section 0322 - Independent Contract Review. In conjunction with this increase in delegated authority, the BOE requested contracts approved by the Clerk within the new thresholds of **greater than \$10,000 but less than \$100,000 be presented on future BOE agendas as an informational item.**

Contract Submittals to the BOE (reference All Agency Memo #2019-02)

Pursuant to SAM 0324 - Independent Contract Review Procedure, **a minimum of three single-sided copies constitutes a contract packet to be delivered to the GFO for approval.** If less than the required three copies are submitted, the contract packet will be returned to the agency unless an approved exemption exists from the Clerk.

Please refer to the “Final Steps” section of this manual for additional details on submitting a complete contract packet to GFO.

Short Form Contract

Pursuant to the short form contract *Section 21, Entire Contract and Modifications*, the short form contract, including any amendments to a contract initiated on the short form, is not authorized for use if the not to exceed value, included in *Section 4, Consideration* on the short form, exceeds \$99,999. **Any contract initiated on the short form or any amendments to a contract initiated on the short form that increase the not to exceed limit to \$100,000 or over will be rejected back to the agency and a new contract will be required to be initiated on the standard contract form.**

Contract Review Checklist

This tool can assist agency contract managers during their final review of all contracts prior to submittal to the Governor’s Finance Office.

Acronyms

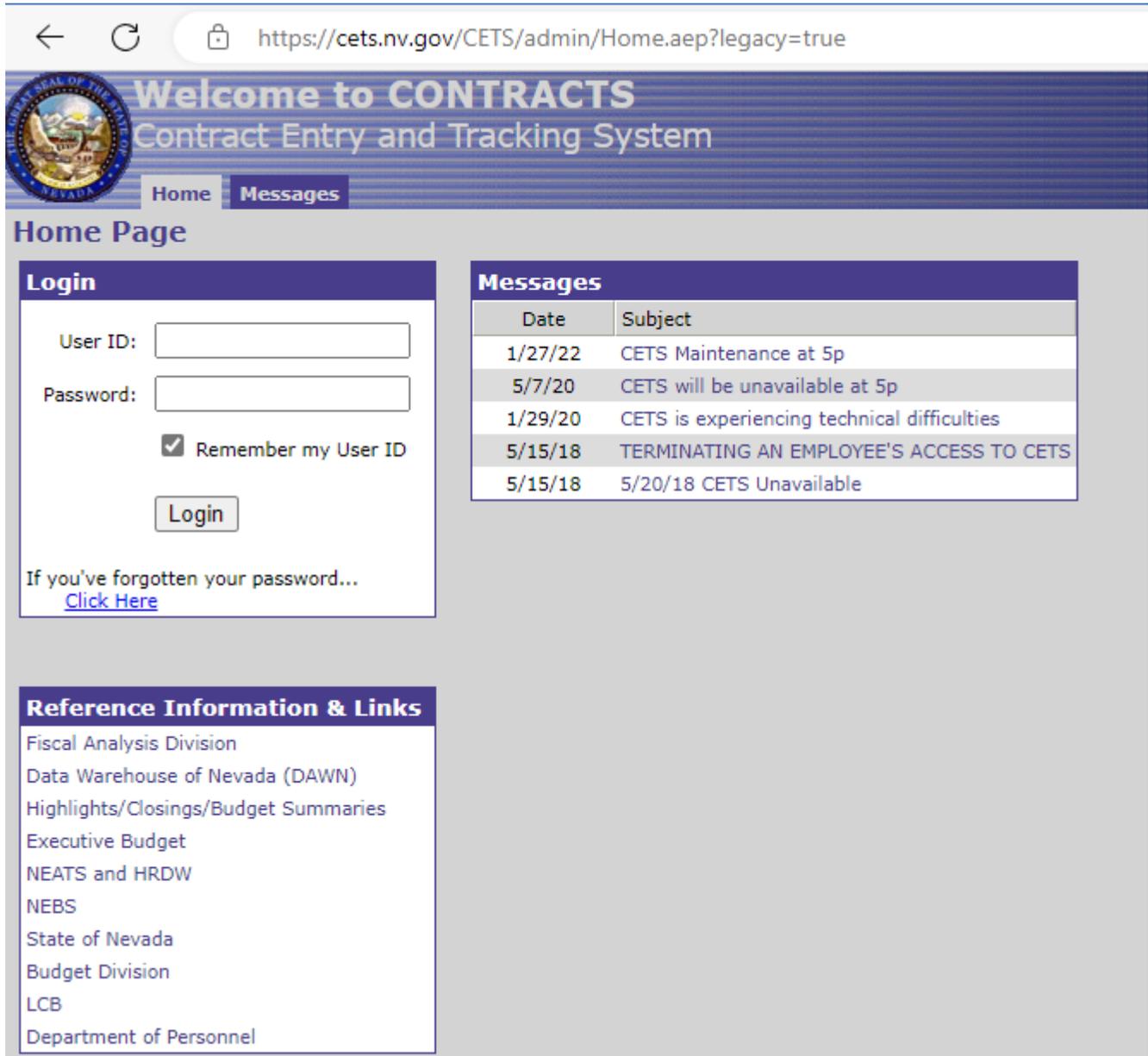
AG	Attorney General
BOE	Board of Examiners
CETS	Contract Entry and Tracking System
Clerk	Clerk of the Board of Examiners
DAG	Deputy Attorney General
EITS	Enterprise Information Technology Services
GFO	Governor's Finance Office – Budget Division
IFC	Interim Finance Committee
IT	Information Technology
LCB	Legislative Council Bureau
MSA	Master Service Agreement
NEATS	Nevada Employee Action and Timekeeping System
NEBS	Nevada Executive Budget System
NRS	Nevada Revised Statute
RFP	Request for Proposal
SAM	State Administrative Manual
SBL	State Business License
SOS	Secretary of State
SPWD	State Public Works Division
TIN	Technology Investment Notification
WP	Work Program

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System Login

The URL (website) for CETS is <http://cets.nv.gov>.

Your User ID and password will be the same as your User ID and password for NEATS.



The screenshot shows the CETS Home Page in a web browser. The address bar displays <https://cets.nv.gov/CETS/admin/Home.aep?legacy=true>. The page features the Nevada State Seal and the text "Welcome to CONTRACTS Contract Entry and Tracking System". Navigation tabs for "Home" and "Messages" are visible. The "Home Page" section contains a "Login" form with fields for "User ID:" and "Password:", a "Remember my User ID" checkbox, and a "Login" button. A link "Click Here" is provided for users who have forgotten their password. The "Messages" section displays a table of recent messages:

Date	Subject
1/27/22	CETS Maintenance at 5p
5/7/20	CETS will be unavailable at 5p
1/29/20	CETS is experiencing technical difficulties
5/15/18	TERMINATING AN EMPLOYEE'S ACCESS TO CETS
5/15/18	5/20/18 CETS Unavailable

The "Reference Information & Links" section lists the following resources:

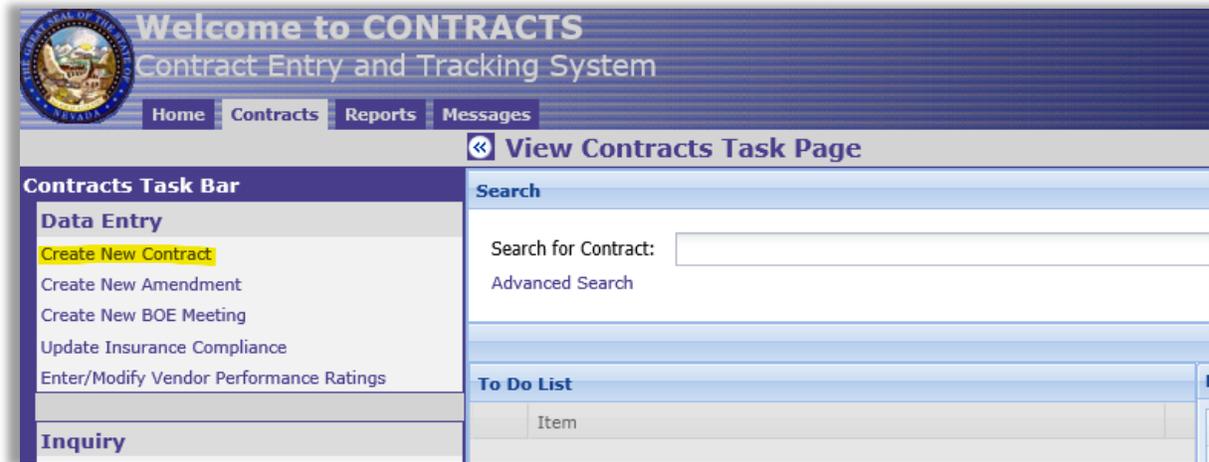
- Fiscal Analysis Division
- Data Warehouse of Nevada (DAWN)
- Highlights/Closings/Budget Summaries
- Executive Budget
- NEATS and HRDW
- NEBS
- State of Nevada
- Budget Division
- LCB
- Department of Personnel

Note: If you change your password in CETS, it will also change for NEATS and NEBS.

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Creating a Contract Summary

To create a contract summary, select "Create New Contract" under the "Contracts Task Bar Data Entry" section found on the left side of the screen as seen below:



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Detail Tab

The red outlines around data entry boxes indicate mandatory fields that must be completed before the contract summary can be submitted. A draft can be saved without completing the mandatory fields. It is recommended the draft be saved prior to moving through each tab.

The red flags on the tabs indicate tabs with mandatory fields that have not been completed or contains errors that must be corrected before any changes can be saved. All mandatory fields on every tab are highlighted with the red outlines.

The following is a brief explanation of the data required in each of the mandatory fields:

Short description: This field has a 20-character limit. Provide a short description of the contract (e.g., online training, HVAC Services).

Contract Detail

Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

▼ Detail ▼ Term ▼ Agency ▼ Vendor ▼ Funding ▼ Justification ▼ Other Info. ▼ Insurance Rqmts. Insurance Compliance Addl. Info.

Short Description:

Contract Type: Please select a Contract Type ▼

Purpose of Contract:

Maximum Amount: \$0.00 BOE Agenda:

Contract type: Select the contract type (contract, interlocal agreement, etc.) from the drop-down menu.

Contract Detail

Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

▼ Detail ▼ Term ▼ Agency ▼ Vendor ▼ Funding ▼ Justification ▼ Other Info. ▼ Insurance Rqmts. Insurance Compliance Addl. Info.

Short Description:

Contract Type:

Purpose of Contract:

Maximum Amount: \$0.00 BOE Agenda:

Basis for Payment

Payment for Services at the rate of:

Other basis for payment (if above not applicable):

- Contract
- Interlocal Agreement
- Cooperative Agreement
- Revenue Contract
- Open Term
- Provider Agreement
- Lease/Purchase Agreement
- Rental Agreement
- MSA
- Grant
- Sub-grant
- Other (include description)

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Note: If “Other” is selected, another box will appear. Enter a short description to explain the type of contract.

Contract Number: TBD-Set upon submission Assigned BOE

▼ Detail ▼ Term ▼ Agency ▼ Vendor ▼ Funding ▼ Justification ▼ Other Info

Short Description: Online training

Contract Type: Other (include description) ▼

Contract Type Description:

Purpose of Contract: The purpose of the contract in CETS provide transparency and concise information to the BOE members as well as the public for all BOE and non-BOE contracts. Information entered in this filed will appear on the BOE agenda.

▼ Detail ▼ Term ▼ Agency ▼ Vendor ▼ Funding ▼ Justification ▼ Other Info. ▼ Insurance Rqmts. ▼ Insurance Compliance ▼ Addl. Info.

Short Description: Veterinary Services

Contract Type: Contract

Purpose of Contract: This is a new contract to provide ongoing veterinary services for the wild horses boarded by the department's Prison I the Bureau of Land Management (BLM).

Purpose Requirements:

- All contract types must have an introduction indicating “new” or “amendment”.
- Do not use acronyms. Spell out the words (e.g., SPA = State Plan Amendment).
- Department and division names should not be used. Instead refer to them as department and division.
- Do no list cents for whole dollar contracts unless they are listed in the contract.
- Amendments that extend the termination date must include the “from” and “to” dates that correspond with the amended contract language.
- Amendments that extend the termination date must briefly indicate the reason(s) for the extension.
- Amendments that increase or decrease the maximum amount must include the “from” and “to” amounts that correspond with the amended contract language.
- Amendments that increase or decrease the maximum amount must briefly indicate the reasons(s) for the change for the current amendment. If a contract has been amended multiple times, the agency should explain the currently approved purpose followed by a description of the current amendment (prior amendments should not be explained separately).
- Amendments that change the scope of work must briefly indicate the change for the current amendment and the reason for the change.
- Amendment numbers should correspond with the amended contract number.

Note: “Purpose of Contract” examples are listed at the end of this manual (starting on page 45).

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Maximum Amount: BOE Agenda:

Basis for Payment

Payment for Services at the rate of: per:

Other basis for payment (if above not applicable):

Maximum Amount: Contracts must have a minimum value of \$0.01 in the “Maximum Amount” box.

BOE Agenda: This field is automatically determined (based upon the maximum amount entered) and is used by the GFO. Further explanation is on page 10 under BOE - Exception.

Basis of Payment: If applicable, provide the basis of payment indicated in the contract.

Saving your information: At the bottom of each page is a set of option buttons used to save and submit the contract summary. The submit button will not be visible until all the **red flags** have been cleared. A contract summary number, BOE agenda, and contract manager are assigned upon submitting the file.

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Term Tab

Contract Number: TBD-Set upon submission Assigned BOE Agenda:

Detail **Term** Agency Vendor Funding Justification Other Info. Insurance P

Effective Date: Upon Approval

Previously Approved Historical Entry:

Termination date:

Subject to BOE approval: Yes No

Anticipated BOE Meeting Month:

Anticipated BOE Meeting Year:

Retroactive: Yes No

Effective date: The effective date defaults to *Upon Approval*. Only use this if the contract states that it is effective *Upon Approval*. Otherwise, use the calendar to select a specific effective date or the date format of mm/dd/yyyy can be typed in lieu of using the calendar. If it is discovered that *Upon Approval* was correct, backspace out or delete the date, click outside the field and *Upon Approval* will reappear.

Previously Approved Historical Entry: Any contract or amendment already approved by the BOE or the Clerk and not included in CETS must be entered into CETS before subsequent amendments can be created in CETS. If that is the case, check the box in the screenshot below and the option buttons will automatically grey out the option to be Subject to BOE approval. Detailed instructions are in the Historical Contracts Requiring CETS Input section.

Detail **Term** Agency Vendor Funding Justification Other Info.

Effective Date: 05/30/2016

Previously Approved Historical Entry:

Termination date:

Subject to BOE approval: Yes No

Termination Date: The termination date must be after the effective date. Use the calendar to select a specific effective date or the date format of mm/dd/yyyy can be typed in lieu of using the calendar.

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Subject to BOE Approval: Greyed out option buttons show either “Yes” or “No” indicating whether the contract requires BOE approval based on the cumulative amount.

The screenshot shows a software interface with several tabs: Detail, Term, Agency, Vendor, Funding, Justification, Other Info., Insurance Rqmts., and Insurance Compliance. The 'Term' tab is active. Fields include: Effective Date: Upon Approval; Previously Approved: unchecked checkbox; Historical Entry: unchecked checkbox; Termination date: 07/30/2021; and Subject to BOE approval: Yes (selected) and No (greyed out).

The threshold methodology for the BOE agenda inclusion and subject to BOE approval in CETS is automated. Criteria is based on the cumulative dollar amount and the contract authority is automatically calculated and then assigns to either a BOE – Action Item or a BOE – Information Item agenda based on the following rules:

- ▶ BOE - Information Item - Every time the cumulative amount of the contract and amendment is equal to \$10,000 and up to \$99,999 the transaction is added to the BOE agenda as BOE - Information Item automatically and resets once the total reaches \$100,000 and requires BOE – Action Item approval.
- ▶ BOE - Action Item - The system automatically calculates when a contract’s authority has reached \$100,000 or greater and resets once a contract is approved on the BOE – Action agenda.

The CETS accumulator calculates the change in the contracts using the absolute value of the contract change, so a decrease in the contract amount will not offset an increase.

- ▶ BOE - Exception - On occasion, a contract may not exceed the action item limit, but may require the BOE approval before implementation. Pursuant to the SAM Section 0102, any item may be placed on the BOE agenda. In these circumstances your Budget Officer can select the contract as a BOE - Exception Item.

The following is an example of the calculation for the agenda assignment and the application of the BOE-Exception:

	Contract Authority	Information Items Accumulative Authority	Action Items Accumulative Authority	Agenda Assigned
Original Contract Authority	\$ 94,000	\$ 94,000	\$ 94,000	Informational
Amendment #1	\$ 8,000	\$ 8,000	\$ 102,000	Action
Amendment #2	\$ 53,000	\$ 53,000	\$ 53,000	Informational
Amendment #3	\$ 6,000	\$ 6,000	\$ 59,000	No

If Amendment #4 is created and manually identified as a BOE-Exception, it would display as:

Amendment #4	\$ 12,000	\$ 18,000	\$ 71,000	Exception - Action
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Anticipated BOE Meeting Month: Enter the month of the BOE meeting the contract is to be added to the agenda. **Refer to the dates of the contracts listed on the current BOE agenda to determine the month. Ensure you are calculating and providing adequate time allowances for all levels of review, question and answer periods, and approval (AG, GFO, etc.).**

Anticipated BOE Meeting Year: Enter the year of the BOE meeting the contract is to be added to the agenda.

Retroactive: If the contract is retroactive, select the “Yes” option button and a text box will appear to provide the required explanation. A retroactive memo explaining why the contract must be retroactive and steps the agency is taking to prevent retroactive contracts in the future is also required and must be attached via the “Addl. Info” tab in the “Supporting Info (Prints on BOE Agenda)” folder. This tab is discussed in more detail later in this manual.

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Agency Tab

Agency Reference #: This field allows agencies to enter an optional internal tracking number. This is for agency use only.

Agency Code	Description	B/A Code	Description	Catg Code	Description
-------------	-------------	----------	-------------	-----------	-------------

Primary Agency: Use the dropdown menu to select the primary agency authorized for this contract.

Agency Code	Description	B/A Code	Description	Catg Code	Description
-------------	-------------	----------	-------------	-----------	-------------

Budget Account: Once the primary agency is selected, the budget account dropdown menu will provide choices based upon the agency number. The budget account selected should be the primary budget account for the contract. Additional budget accounts and categories can be added using the Additional Funding box (discussed below).

Note: The primary agency can be changed through an amendment which requires GFO assistance.

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The screenshot shows the 'Agency' tab in the CETS interface. It includes fields for Agency Reference #, Primary Agency (FINANCE OFFICE - BUDGET DIVISION), Budget Account (FINANCE OFFICE - BUDGET DIVIS), and Category (1340 GOVERNOR'S FINANCE OFFICE - BUDGET DI...). A dropdown menu is open for the Category field, showing 'ALL All Budget Accounts'. Below these fields is the 'Additional Funding' section with buttons for 'Add Funding Line', 'Edit Selected Funding Line', and 'Delete Selected Funding Line'. At the bottom, a table header is visible with columns: Agency Code, Description, B/A Code, Description, Catg Code, and Description.

Category: This field will provide a dropdown menu of categories based on the budget account selected.

The screenshot shows the 'Contract Detail' window with the 'Agency' tab selected. The Primary Agency and Budget Account are both set to 'FINANCE OFFICE - BUDGET DIVISION'. The Category dropdown menu is open, displaying a list of categories: 00 REVENUE, 01 PERSONNEL, 02 OUT-OF-STATE TRAVEL, 03 IN-STATE TRAVEL, 04 OPERATING EXPENSES, 05 EQUIPMENT, 10 SPECIAL STUDIES, 20 ECONOMIC FORUM, 26 INFORMATION SERVICES, 30 TRAINING, 82 DEPARTMENT COST ALLOCATION, 84 OPERATING SYS REPLACEMENT, 87 PURCHASING ASSESSMENT, and 88 STATEWIDE COST ALLOCATION PLAN. The 'Additional Funding' section and table header are also visible.

Note: To add another agency, budget accounts, and/or category, click on “Add Funding Line” in the “Additional Funding” box. A dialog box will appear, select the appropriate agency, budget account, and category from the dropdown menus and choose Save. This additional funding line can be changed or deleted by highlighting the appropriate line and select either Edit Selected Funding Line or Delete Selected Funding Line. If a budget account should be added from another division and you are not authorized for that division, contact your assigned Budget Officer to assist in adding it in CETS.

This close-up shows the 'Additional Funding' section with the 'Add Funding Line' button highlighted by a red rectangle. The buttons for 'Edit Selected Funding Line' and 'Delete Selected Funding Line' are also visible. Below the buttons, the table header with columns 'Agency Code', 'Description', and 'B/A Code' is shown.

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Detail | Term | Agency | Vendor | Funding | Justification | Other Info. | Insurance Rqmts. | Insurance

Agency Reference #:

Primary Agency: FINANCE OFFICE - BUDGET DIVISION

Budget Account: FINANCE OFFICE - BUDGET DIVISION

Category: 04 OPERATING EXPENSES

Additional Funding

Add Funding Line | Edit Selected Funding Line | Delete Selected Funding Line

Agency Code	Description	B/A Code	Description	Catg Code	Description
<div style="border: 1px solid cyan; padding: 5px;"> <p>Edit Funding Detail</p> <p>Agency: RNOR'S FINANCE OFF. - DIV OF INTERNAL AUDITS</p> <p>Budget Account: :RNOR'S FINANCE OFF. - DIV OF INTERNAL AUDITS</p> <p>Category: 04 OPERATING EXPENSES</p> <p>Save Cancel</p> </div>					

Contract Number: TBD-Set upon submission | Assigned BOE Agenda: TBD-Unassigned

Detail | Term | Agency | Vendor | Funding | Justification | Other Info. | Insurance Rqmts. | Insurance Compliance | Addl. Info.

Agency Reference #:

Primary Agency: FINANCE OFFICE - BUDGET DIVISION

Budget Account: FINANCE OFFICE - BUDGET DIVISION

Category: 04 OPERATING EXPENSES

Additional Funding

Add Funding Line | Edit Selected Funding Line | Delete Selected Funding Line

Agency Code	Description	B/A Code	Description	Catg Code	Description
016	GOVERNOR'S FINANCE OFF...	1342	GOVERNOR'S FINANCE OFF...	04	OPERATING EXPENSES

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Vendor Tab

Search for an existing vendor established in Advantage using the vendor number or a portion of the vendor's name (The name search works the same as the vendor portion of the contract search. This is discussed in "Searching for a Contract Summary" section). Once selected from the search criteria, the vendor's address information will auto-populate with the information from Advantage.

The link with the vendor number in Advantage is required to track data in the Open Government website as well as the IRS 1099 forms at the end of the year. As a result, agencies are encouraged to enter the Advantage information for each contract. The vendor information on the contract summary must exactly match the vendor information on the contract.

The screenshot shows the 'Vendor' tab selected in the 'Contract Detail' window. The 'Search for Vendor:' field is empty. The 'As entered with Contract' section has empty fields for Vendor Code, Vendor Name, Business ID, and address/phone/email. The 'As in Advantage' section also has empty fields for Vendor Code, Vendor Name, and address/phone/email. The 'Vendor' tab is circled in green.

The screenshot shows the 'Vendor' tab populated with data. The 'Business ID' field is highlighted with a red outline. The 'As in Advantage' section is also populated with data. The 'Vendor' tab is circled in green.

Field	Value
Vendor Code	T29002966
Vendor Name	PECK, GERALD R DBA ALL
Is the legal entity name different than the Vendor Name above?	No
Business ID	
Vendor Address Line 1 (or DBA)	CREATURES MOBILE VETERINARY
Vendor Address Line 2	3542 ARCADIA DR
Vendor City	CARSON CITY
Vendor State	NV
Vendor Zipcode	89705-6903
Vendor Phone	775/690-0632
Vendor Email	JPECK4U2@AOL.COM
Vendor Point of Contact	

Note: Business ID is a required field. More information for this field is provided under the "State Business License Process" section. If the vendor for the contract is a new vendor, enter all the required information. At a minimum, all the fields with **red outlines** must be completed. The vendor information on the left must be entered as it appears on the contract (including address, etc.).

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Funding Tab

Is Budget Authority Available – Ideally budget authority and contract authority should be equal, but this question can be complicated, and it should be considered by agency fiscal staff. Generally, if the budget account was legislatively approved to fund the contract, then the answer is often “Yes”. However, if current budget authority is not sufficient to support the contract authority, then the answer would be “No”.

When “No” is selected, a text box is provided and the agency must explain the circumstances regarding the difference in budget authority. Usually, a work program is pending approval, often on the upcoming IFC agenda, and accordingly the WP number and anticipated IFC approval month must be noted here.

The agency should be transparent regarding budget authority and may also need to discuss such contracts with their assigned Budget Officer prior to submitting the contracts for approval.

Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

Detail Term Agency Vendor **Funding** Justification Other Info. Insurance Rqmts. Insurance Compliance Addl. Info.

Is Budget Authority Available: Yes No

If "No" please explain:

Enter the percentage of funding that comes from each of the following categories. Entries must total to 100 percent.

General Funds:	<input type="text" value="0"/>	%	
Highway Funds:	<input type="text" value="0"/>	%	
Fees:	<input type="text" value="0"/>	%	Description: <input type="text"/>
Bonds:	<input type="text" value="0"/>	%	
Other Funding:	<input type="text" value="0"/>	%	Description: <input type="text"/>
Federal Funds:	<input type="text" value="0"/>	%	
Total:	<input type="text" value="0"/>	%	

Explanation required when Budget Authority is not available

The Percentage of Funding – The funding split for the contract must be entered and is used on the BOE agenda. The total percentages entered in the fields must equal 100%. Additionally, if “Fees” and “Other Funding” are chosen then the agency must include a funding source description.

If there is more than one budget account on the contract summary and each budget account has multiple funding sources, the agency will need to calculate the percentage of each funding source to ensure the total of all funding sources equal 100%. Below each different funding source is a description field that must be filled out with the description of those funds.

For example, budget accounts 3146 and 3252 submit a contract for ABC Health Care, LLC and the cost of the contract will be split evenly between each budget account. The funding split is:

- Budget Account 3146 - 65% General Funds and 35% Healthy Nevada Funds
- Budget Account 3252 - 10% Federal Funds, 15% General Funds and 75% Healthy Nevada Funds
- The agency must populate the description field below each % split.

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The calculation for the total funding split for the contract is:

<u>Budget Account</u>	<u>3146</u>		<u>3252</u>		<u>Total</u>
General Funds	50%	* 65%	= 32.5%	50%	* 15% = 7.5%
Healthy Nevada Funds	50%	* 35%	= 17.5%	50%	* 75% = 37.5%
Federal Funds	50%	* 0%	= 0%	50%	* 10% = 5%
Total					100%

Fees and Other Funding are used for the BOE agenda and a description needs to be included, therefore, all funding sources must be spelled out.

▼ Detail
▼ Term
▼ Agency
▼ Vendor
▼ Funding
▼ Justification
▼ Other Info.
▼ Insurance Rqmts.
Insurance Compliance
Addl. Info.

Is Budget Authority Available: Yes No

If "No" please explain:

Enter the percentage of funding that comes from each of the following categories. Entries must total to 100 percent.

General Funds:	40	%		
Highway Funds:	0	%		
Fees:	0	%	Description:	
Bonds:	0	%		
Other Funding:	55	%	Description:	Healthy Nevada Funds
Federal Funds:	5	%		
Total:				100 %

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Justification Tab

Contract Detail

Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

▼ Detail ▼ Term ▼ Agency ▼ Vendor ▼ Fundin. **▼ Justification** ▼ Other Info. ▼ Insurance Rqmts. Insurance Compliance Addl. Info.

What conditions require that this work be done:

Was the solicitation (RFP) done by the Purchasing division:
 Yes No

Solicitation Waiver:
N/A

Explain why State employees in your agency or other State agencies are not able to do this work:

Why was this vendor chosen in preference to others:

Last bid date:

Anticipated re-bid date:

Were quotes or proposals solicited:
 Yes No

List the names of vendors that were solicited to submit proposals (include at least 3)

Name

Does the contract contain any IT components?:
 Yes No

Is the contract part of an IT investment project over \$50,000?:
 Yes No

The "Justification" tab is section to identify what work is being done, why state employees are not able to do the work and whether quotes were solicited through the text boxes above. If quotes were solicited or an RFP was done, check "Yes" and enter the vendor. For example, five vendors were solicited for quotes and three vendors responded with quotes or proposals. You would list the five vendors solicited.

Yes No

List the names of vendors that were solicited to submit proposals (include at least 3)

Name
Gerald Peck, DVM
Randy Wallstrum, DVM
Sadie Miller, DVM
Kendall Wilson, DVM

Note: Pursuant to NRS 333.300(3)(a), agencies should solicit at least three persons to ensure the lowest, most responsible vendors for services are procured, to include emergency situations.

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Solicitation Waiver

If an exception or waiver was granted for the solicitation requirement, check the "No" button. Select the type of exception from the dropdown list labeled Solicitation Waiver. Complete the information regarding why this vendor was chosen in preference to others. A copy of the solicitation waiver or notice from State Purchasing granting the exception must be attached in the "Addl. Info" tab in the "Supporting Info (Prints on BOE Agenda)" folder, if applicable.

IT Components

When completing solicitation information, be sure to indicate if the contract contains any IT components. The default to the question "Does the contract contain any IT components?" is "No".

For contracts with IT components, change the button to "Yes" and the contract summary will be electronically routed to EITS for the electronic approval. This electronic approval must be completed prior to hard copy submittal to the GFO to ensure timely deadline submission.

If the "Yes" button is selected, the next question "Is the contract part of an IT investment project over \$50,000" must be answered. If the contract is related to a technology investment project, in the "Addl. Info" tab place a copy of the EITS Technology Investment Notification (TIN) completion memo in the "Supporting Info (Prints on BOE Agenda)" folder and a copy of the TIN submission in the Does not print on BOE Agenda folder.

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Other Information (Info.) Tab

Contract Manager: Notice the contract manager is a required field. This list ties to the statewide list of certified contract managers maintained by State Purchasing. **All contracts must have a certified contract manager assigned and must be approved by that certified contract manager.**

The contract summary will be routed to the contract manager during the approval process. An optional field exists to enter information regarding the field contract monitors or the individuals who will be monitoring the vendor's performance in the field.

The screenshot shows the 'Other Info.' tab in the CETS system. At the top, it displays 'Contract Number: TBD-Set upon submission' and 'Assigned BOE Agenda: TBD-Unassigned'. Below this are several tabs: 'Detail', 'Term', 'Agency', 'Vendor', 'Funding', 'Justification', 'Other Info.' (selected), 'Insurance Rqmts.', and 'Insurance'. A search instruction reads: 'Search for contract manager by userid or name. Name searches should be formatted as 'Last, First''. The 'Contract Manager:' field contains the text 'TBD Will be set on approval' and is highlighted with a red box. Below this is the 'Agency Field Contract Monitors' section, which includes 'Add Monitor' and 'Delete Monitor' buttons and a table with columns for 'Name', 'Title', and 'Phone'.

The contract manager will default to “TBD Will be set on approval”. This means once the contract manager approval has been applied, the system will assign the contract manager name. This will also apply for amendments. If an amendment has a different contract manager than the original contract or previous amendment, the system will update the name of the contract manager once that level of approval is applied.

The remaining questions on the “Other Info.” tab are answered by the “Yes” or “No” buttons.

Indirect Cost Rate:

“Is there an Indirect Cost Rate or Percentage Paid to the Contractor?” If you select “Yes”, a text box is provided to enter the indirect cost rate, percentage, and/or any necessary information. This information will also be printed on the contract summary.

The screenshot shows a question: 'Is there an Indirect Cost Rate or Percentage Paid to the Contractor?'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the question is a text input field with a red border, containing the text 'Please provide the Indirect Cost Rate or Percentage Paid to the Contractor:'. The text input field is highlighted with a red box.

Contract Entry and Tracking System (CETS) Manual

Current or Former Employee Questions:

The authorization form and contract may be considered at the same BOE meeting; however, they will be organized as separate items in accordance with SAM 0323.

- “Is the contractor a current employee of the State of Nevada or will the contracted services be performed by a current employee of the State of Nevada?”
- “Was the contractor formerly employed by the State of Nevada within the last 24 months or will the contracted services be performed by someone formerly employed by the State of Nevada within the last 24 months?”

If the answer is “Yes” to any of the questions regarding state employment, approval from BOE must be received prior to contracting with the vendor. The BOE Approved Authorization to Contract form must be attached on the “Addl. Info” tab under “Supporting info (Does Not Print on BOE Agenda)”. The following warning message will appear in red if “Yes” is selected:

The screenshot shows a form with three questions, each with radio buttons for 'Yes' and 'No'. The first question is "Is the contractor a current employee of the State of Nevada or will the contracted services be performed by a current employee of the State of Nevada?". The second question is "Was the contractor formerly employed by the State of Nevada within the last 24 months or will the contracted services be performed by someone formerly employed by the State of Nevada within the last 24 months?". The third question is "Is the contractor employed by any of Nevada's political subdivisions or by any other government?". Below the third question is a text box labeled "Please explain:". Red warning messages are displayed below the first two questions, stating: "BOE approved Authorization to Contract Form must be attached in the folder 'Prints on BOE Agenda'".

Note: This warning in red will not go away once the attachment is added. Additional details for the “Addl. Info” tab are on page 28.

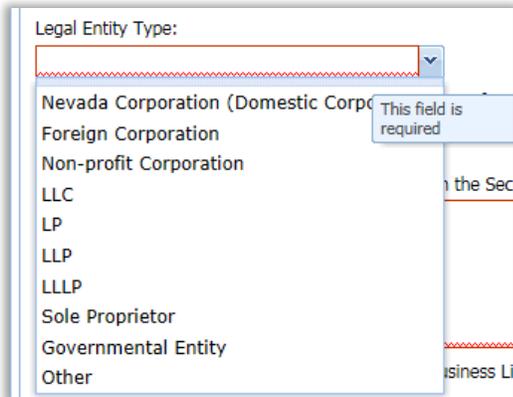
The screenshot shows the "Contract Detail" window. The "Contract Number" is "TBD-Set upon submission" and the "Assigned BOE Agenda" is "N/A". The "Addl. Info." tab is selected and circled in green. Below the tabs, there is an "Attachments" section with two rows: "Supporting Info (Prints on BOE Agenda) - 0 attachments" and "Supporting Info (Does not print on BOE Agenda) - 0 attachments". Both rows have an "Add..." link next to them.

- “Is the contractor employed by any of Nevada's political subdivisions or by any other government?”
 - If “Yes”, a text box is provided to enter the explanation.
- “Has the contractor ever been engaged under contract by any State agency?”
 - If “Yes” a text box is provided to specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory.

Contract Entry and Tracking System (CETS) Manual

Secretary of State (SOS) Questions:

- “Is the contractor currently involved in litigation with the state of Nevada?”
 - If “Yes”, a text box is provided to provide details of the litigation and facts supporting approval of the contract.
 - **Note:** *More information can be found in the “State Business License Process” section.*
- Select the Legal Entity Type from the dropdown menu:



The screenshot shows a web form with a dropdown menu labeled "Legal Entity Type:". The dropdown is open, displaying a list of options: Nevada Corporation (Domestic Corp), Foreign Corporation, Non-profit Corporation, LLC, LP, LLP, LLLP, Sole Proprietor, Governmental Entity, and Other. A red dashed line is visible above the dropdown, and a blue tooltip with the text "This field is required" is positioned over the dropdown arrow. To the right of the dropdown, there is a text box with a red dashed line above it, containing the text "to the Sec" and "Business Li".

- “Is the contractor registered with the Nevada Secretary of State’s Office?”
 - If “No”, a text box is provided to explain why the vendor is not registered with the Secretary of State’s Office.
- “Does the contractor have a current Nevada State Business License (SBL)?”
 - If “Yes”, no further entry is required for this component.
 - If “No”, the agency is asked an additional question: “Is an exemption on file with Nevada Secretary of State’s Office?”
 - If “Yes”, no further entry is required for this component.
 - If “No”, a text box is provided to explain why the contractor does not have an SBL or an exemption.

An example would be a sole proprietor who only owns one dwelling for rent or lease. In this example, the sole proprietor is exempt from the SOS business registration requirements. If the application is still in process, enter “No” and enter “Pending” in the text box.

- “Is the legal entity active and in good standing with the Nevada Secretary of State’s Office?”
 - If “No”, a text box is provided to explain. If the application is still in process, enter “No” and enter “Pending” in the text box.

Note: *The Contract Summary form will include this information in Section III (page 2).*

Contract Entry and Tracking System (CETS) Manual

Insurance Requirements (Rqmts.) Tab

Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

Detail Term Agency Vendor Funding Justification Other Info. **Insurance Rqmts.** Insurance Compliance Addl. Info.

How was your insurance schedule developed for Attachment BB? Does the contractor intend on using "AFFIDAVIT OF REJECTION OF COVERAGE" to satisfy Workers requirements?

Used schedule from Risk Management's insurance manual, "Insurance and Indemnification Requirements for Contracts" Yes No

Risk Management provided custom schedule Yes No

Used Insurance schedule from previous contract

Did not use Attachment BB

Which section of the manual did the schedule come from?

Please select from the options below

What is the approximate date that work will commence?:

Upon Approval

Insurance Requirements

Add Requirement Delete Selected Requirement

Item	Required?	Waived?	Schedule Am...	Contract Amo...
------	-----------	---------	----------------	-----------------

Save Draft Submit Cancel Back

This area will record the specific insurance requirements for the contract based upon the standards established by Risk Management. The field may be edited if the agency receives a waiver or allowable change from Risk Management.

The agency is required to attach a copy of the approval from Risk Management which is typically an e-mail on the "Addl. Info" tab under "Supporting Info (Does not print on BOE Agenda)". A listing of the attachments required is under the "Addl. Info" tab section of this manual.

- The first question addresses how the insurance schedule was developed. The CETS system will automatically default to the schedule that came from Risk Management's insurance manual.

Detail Term Agency Vendor Funding

How was your insurance schedule developed for Attachment BB?

Used schedule from Risk Management's insurance manual, "Insurance and Indemnification Requirements for Contracts"

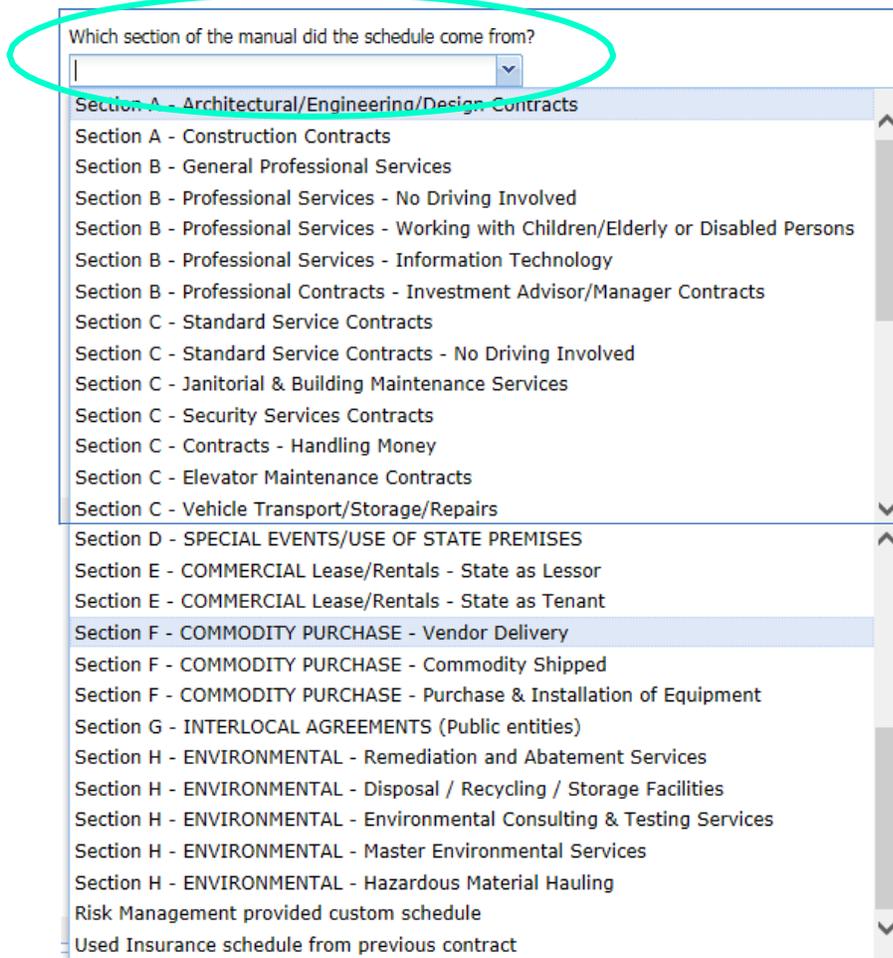
Risk Management provided custom schedule

Used Insurance schedule from previous contract

Did not use Attachment BB

Contract Entry and Tracking System (CETS) Manual

- The second question directs the agency to select the section of the manual the schedule came from.



Which section of the manual did the schedule come from?

Section A - Architectural/Engineering/Design Contracts

Section A - Construction Contracts

Section B - General Professional Services

Section B - Professional Services - No Driving Involved

Section B - Professional Services - Working with Children/Elderly or Disabled Persons

Section B - Professional Services - Information Technology

Section B - Professional Contracts - Investment Advisor/Manager Contracts

Section C - Standard Service Contracts

Section C - Standard Service Contracts - No Driving Involved

Section C - Janitorial & Building Maintenance Services

Section C - Security Services Contracts

Section C - Contracts - Handling Money

Section C - Elevator Maintenance Contracts

Section C - Vehicle Transport/Storage/Repairs

Section D - SPECIAL EVENTS/USE OF STATE PREMISES

Section E - COMMERCIAL Lease/Rentals - State as Lessor

Section E - COMMERCIAL Lease/Rentals - State as Tenant

Section F - COMMODITY PURCHASE - Vendor Delivery

Section F - COMMODITY PURCHASE - Commodity Shipped

Section F - COMMODITY PURCHASE - Purchase & Installation of Equipment

Section G - INTERLOCAL AGREEMENTS (Public entities)

Section H - ENVIRONMENTAL - Remediation and Abatement Services

Section H - ENVIRONMENTAL - Disposal / Recycling / Storage Facilities

Section H - ENVIRONMENTAL - Environmental Consulting & Testing Services

Section H - ENVIRONMENTAL - Master Environmental Services

Section H - ENVIRONMENTAL - Hazardous Material Hauling

Risk Management provided custom schedule

Used Insurance schedule from previous contract

(Use the dropdown arrow).

Once a section is selected, the Insurance Requirements section will populate with the standard insurance and schedule amounts. The default populates the boxes under the “Required” column.

If the insurance requirements are waived, the agency must select the boxes under the “Waived” column. When the box is checked, a yellow bar appears around the box and a red sentence will appear on the right side of the screen that states “this contract has insurance requirements waived or modified.”

Contract Entry and Tracking System (CETS) Manual

Contract Detail

Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

for Contracts

Risk Management provided custom schedule
 Used Insurance schedule from previous contract
 Did not use Attachment BB

Is Contractor an incorporated business or partnership?
 Yes No

This contract has insurance requirements waived, modified, or excluded. To request an approval for an insurance waiver, please send e-mail outlining the policies for which a waiver is requested, the justification for the waiver along with the scope of work from the contract to memartinez@risk.state.nv.us. Please attach the response using the Addl Info tab, in the non-BOE area.

Which section of the manual did the schedule come from?
 Section B - General Professional Services

What is the approximate date that work will commence?:
 Upon Approva

Insurance Requirements

Item	Required?	Waived?	Schedule Am...	Contract Amo...
Commercial General Liability - Occurrence Form				
General Aggregate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,000,000	\$2,000,000
Products - Completed Operations Aggregate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Personal and Advertising Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Each Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000

If the agency has negotiated insurance requirements which deviate from the Risk Management template, the amounts can be changed by clicking on the applicable amount in the Contract Amount column and revising the amount. The new amount will appear in a yellow box highlighting it was revised.

Item	Required?	Waived?	Schedule Am...	Contract Amo...
Commercial General Liability - Occurrence Form				
General Aggregate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,000,000	\$2,000,000
Products - Completed Operations Aggregate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	1000000 x
Personal and Advertising Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Each Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Workers' Compensation				
Statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Employers' Liability: Each Accident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100,000	\$100,000
Employers' Liability: Disease - Each Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100,000	\$100,000

If the agency has negotiated insurance requirements in addition to those on the Risk Management template, the requirement can be added by using the "Add Requirement" button.

Contract Entry and Tracking System (CETS) Manual

Insurance Requirements				
<input type="button" value="Add Requirement"/> <input type="button" value="Delete Selected Requirement"/>				
Item	Required?	Waived?	Schedule Am...	Contract Amo...
Commercial General Liability - Occurrence Form				
General Aggregate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,000,000	\$2,000,000
Products - Completed Operations Aggregate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Personal and Advertising Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Each Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000

An edit box will appear with two dropdown menu boxes. The “Group” box has a dropdown menu with the types of insurance coverage that can be added.

Edit Insurance Requirement

Group:
 Item:

- Workers' Compensation
- Professional Liability (Errors and Omissions Liability)
- Automobile Liability
- Fidelity Bond or Crime Insurance
- Performance (Surety) Bond
- Owners & Contractors Protective Liability Coverage (OCP)
- Garagekeeper's Liability
- Contractor's Pollution Liability
- Contractor's Legal Liability
- Other

The “Item” box lists the options for insurance limits corresponding with the type of insurance selected. Click Save for the information selected. This added coverage will also be highlighted in yellow to indicate a change from the template.

Workers' Compensation				
Statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Employers' Liability: Each Accident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100,000	\$100,000
Employers' Liability: Disease - Each Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100,000	\$100,000
Employers' Liability: Disease - Policy Limit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$500,000	\$500,000
Automobile Liability				
Combined Single Limit (CSL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Professional Liability (Errors and Omissions Liability)				
Each Claim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0	\$1,000,000

If the added requirement needs to be deleted, select the applicable insurance coverage by clicking on it. It will highlight in blue. Click on the “Delete Selected Requirement” button. The system will ask “Are you sure you want to delete selected requirement?” Select “Yes”.

Contract Entry and Tracking System (CETS) Manual

Insurance Compliance Tab

This tab is reflective of the information found on the “Insurance Requirements” tab.

Note: Insurance Compliance information will not appear until the draft is saved.

Contract Detail
 Contract Number: TBD-Set upon submission Assigned BOE Agenda: N/A

Item	Contract Amo...	Insurer	Policy #	Exp Date
Commercial General Liability - Occurrence Form				
General Aggregate	\$2,000,000			
Products - Completed Operations Aggregate	\$1,000,000			
Personal and Advertising Injury	\$1,000,000			
Each Occurrence	\$1,000,000			
Workers' Compensation				
Statutory				
Employers' Liability: Each Accident	\$100,000			
Employers' Liability: Disease - Each Employee	\$100,000			
Employers' Liability: Disease - Policy Limit	\$500,000			
Professional Liability (Errors and Omissions Liability)				
Each Claim	\$1,000,000			
Automobile Liability				
Combined Single Limit (CSL)	\$1,000,000			

The policy number and policy expiration dates for each of the required policies are entered into the applicable field.

Item	Contract Amo...	Insurer	Policy #	Exp Date
Commercial General Liability - Occurrence Form				
General Aggregate	\$2,000,000		567123	12/31/2020 x
Products - Completed Operations Aggregate	\$1,000,000			
Personal and Advertising Injury	\$1,000,000			
Each Occurrence	\$1,000,000			

CETS will track and remind the certified contract manager at the agency when the vendor’s insurance certificate is about to expire (provided the information is correctly entered in the system) so the agency can request updated information from the vendor. For questions on insurance requirements, please contact Risk Management at 775-687-1750 or follow the link to Risk Management’s website <http://risk.nv.gov/Contracts/CR/>.

Contract Entry and Tracking System (CETS) Manual

Additional (Addl.) Information / Attachments Tab

The final tab is where the agency can attach supporting documentation.

The following required documents must be attached as applicable:

- Retroactive memorandums
- Solicitation Waivers (aka sole source) and Professional Exemption documents
- Approval to extend contract term beyond four years (required for all contracts including those with a sole source)
- Authorization to contract with current or formal employee
- Technology Investment Notification (TIN) submissions and EITS TIN completed review memorandum
- Communication from Risk Management regarding approved insurance waivers or modifications
- State Business License exemption
- Contract Log for amendments detailing payment history and balance summary
- Documents demonstrating how the agency proposes to cover costs for the contract if not specifically budgeted

These attachments fall into two categories of supporting information:

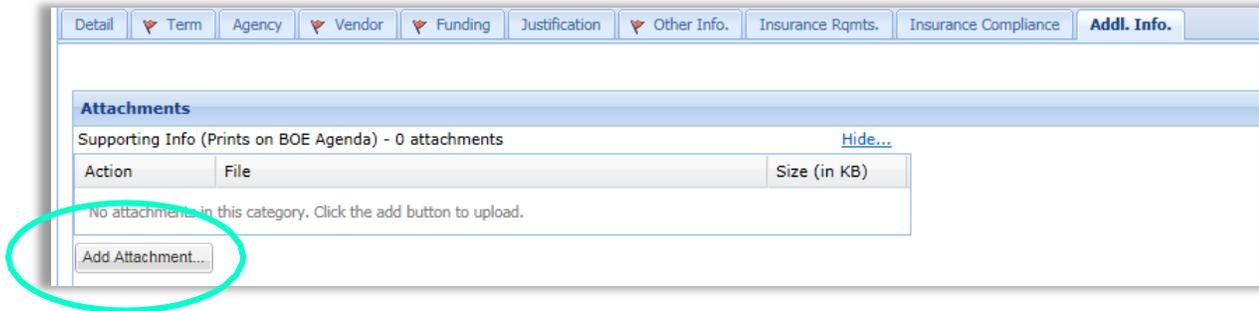
1. Those that **do print** on the BOE agenda (first folder), including non-BOE contracts
 - Retroactive memorandums (required)
 - Solicitation Waivers and Professional Exemption documents (required)
Note: amended contracts should also have these amended documents
 - TIN completed review memorandum from EITS (required)
Note: amended contracts may also require this amended document (contact EITS for guidance if you are unsure)
2. Those that **do not print** on the BOE agenda (second folder), including non-BOE contracts
 - Authorization to Contract with a Current or Former Employee
 - Contract Log for Amendments
 - Contract Extension form
 - State Business License Exemption form
 - Communications with Risk Management
 - TIN submissions
 - Documents to address cost increases not budgeted

The screenshot shows the CETS system interface. At the top, it displays 'Contract Number: TBD-Set upon submission' and 'Assigned BOE Agenda: TBD-Unassigned'. Below this is a navigation bar with tabs: 'Detail', 'Term', 'Agency', 'Vendor', 'Funding', 'Justification', 'Other Info.', 'Insurance Rqmts.', 'Insurance Compliance', and 'Addl. Info.'. The 'Addl. Info.' tab is highlighted with a red circle. Below the navigation bar is the 'Attachments' section, which contains two rows of text: 'Supporting Info (Prints on BOE Agenda) - 0 attachments' and 'Supporting Info (Does not print on BOE Agenda) - 0 attachments'. Each row has a blue 'Add...' button next to it, both of which are circled in red.

Contract Entry and Tracking System (CETS) Manual

To attach a file:

Click “Add...” for print on BOE Agenda or Does not print on BOE
Click “Add Attachment” button.



Browse for your file and add the attachment.

Do not attach the actual contract or RFP. These must be submitted in hard copy and should never be attached in the system.

Contract Entry and Tracking System (CETS) Manual

State Business License Process

The BOE requires agencies to validate vendors have a Nevada State Business License (SBL) and are in good standing in all areas of the Nevada SOS Office business requirements, or if they are exempt from obtaining a license. Historical information and direction for new and existing requests in CETS is outlined below.

The GFO does not have any authority to determine if a vendor does or does not need an SBL; this authority has been given solely to the SOS. If the agency indicates this vendor does not need the SBL, an exemption needs to be obtained from the SOS for the vendor.

The agency needs to provide the SBL number; verification the vendor is pursuing the SBL from the SOS, or an exemption from SOS.

For vendors who are in the process of meeting the business requirements: If the vendor is in the process of securing a SBL, send an email to the SOS confirming the process is underway (sosmail@sos.nv.gov). The e-mail response from the SOS to the agency confirming the vendor is in the process of meeting the requirements is required to confirm the vendor's status and proceed with the contract. Once the e-mail response is received from the SOS, the agency must include the following language in uppercase at the **end of the purpose section in CETS**:

THIS VENDOR IS IN THE PROCESS OF SECURING A NEVADA STATE BUSINESS LICENSE. APPROVAL OF THIS CONTRACT IS CONTINGENT UPON THE VENDOR SECURING A NEVADA STATE BUSINESS LICENSE AND BEING IN GOOD STANDING IN ALL AREAS OF THE SECRETARY OF STATE'S BUSINESS REQUIREMENTS.

Contract entry (for all contracts being created in CETS): Entry for the business license information is limited to two tabs in CETS. Responses to questions may result in additional questions or different questions or even text boxes for explanations. Therefore, it is important to answer the questions in sequential order to avoid unnecessary work.

Vendor Tab: Vendor name verification is required (the system indicates "No" by default)

- The agency must indicate if the legal entity name [as registered with the SOS] is different than the Vendor Name [as entered with Contract] (Yes / No).
 - If Yes, the agency is required to complete a text box to provide the nexus between the names or explain the difference.
 - If "No", no further entry is required for this component.

Note: *If the application is still in process, enter "Yes", and enter "Pending" in the text box. If the vendor is a governmental entity, enter "No".*

Business ID is required [the system leaves this field blank by default]

- The agency must enter the SBL number or Nevada Business ID provided by the SOS.
- If the application is still in process, enter "Pending".
- If the vendor is a governmental entity, enter "Governmental Entity".
- If the vendor is a sole proprietor exempt from the SOS business registration requirements, enter "Exempt".

Contract Entry and Tracking System (CETS) Manual

The Contract Summary form will include this information in Section I (page 1) by the vendor information. If the agency entered information to address a difference in the vendor's name, the response will be in Section III, question 15 (page 2).

Any Interlocal Agreement or other request engaging another governmental entity is exempt from this verification requirement. This verification requirement only applies to non-governmental entities.

- For contracts within the agency's authority, the agency is responsible to ensure and document compliance with the verification requirement. These contracts are not being processed through the Budget Division using CETS so no entry will be made in CETS.
- All prospective lease requests, including leasing temporary storage units, are subject to the same vendor verification requirement. SPWD Leasing Services will develop the form and processes for the transactions processed through their agency. Agencies should complete the vendor verification for any new leases that are not completed through SPWD.

Contract Entry and Tracking System (CETS) Manual

Approval Process and Roles

Once all the required information on all tabs and added attachments are completed, save the document, and click the Submit button. Note that drafts can be saved as you work on a contract over several days, weeks, etc., and a contract summary number will be assigned the first time you "Submit" the contract summary.

Once a contract summary is submitted, it will be routed for approval based upon the approval levels within your agency and department. CETS supports a multi-step approval workflow process whereby a contract summary can be routed to the users who are required to sign-off on it. A contract summary can be approved, modified, or rejected at each stage in the process.

There are five to seven approvals required within CETS depending on if the contract requires BOE approval or not. Users will only have access to the specific budget accounts identified in their CETS security profile.

- A CETS access form can be found at:
<http://purchasing.nv.gov/uploadedFiles/purchasingnv.gov/content/Contracts/CETSForm.pdf>
- Submit signed CETS access forms to the Purchasing Division via email at purchasinghelpdesk@admin.nv.gov.

***Note:** Use the BACK button to return to this page after clicking on the link above. Using an alternative method may result in exiting the website.*

Data Entry Users: Users at this level enter and modify contract summaries. Once the contract summary has been approved by a higher level, data entry users may not make any additional changes to the contract summary unless it is rejected back to this level.

Budget Account Approval Users: These users can perform data entry functions apply budget account level approval and submit the contract summary to the next level. Once the contract summary has been approved by a higher level, budget account level users may not make changes unless the contract summary is rejected back to this level.

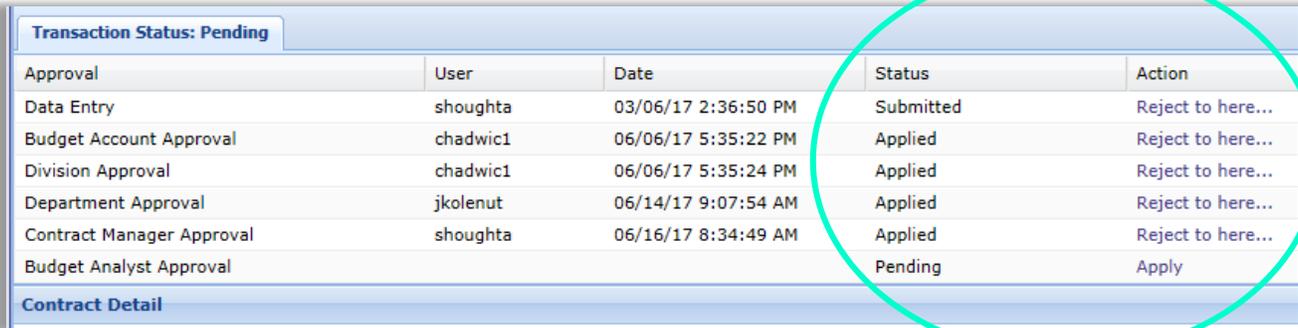
Division Approval User: These users can perform data entry functions and can apply the division level approval. Once a contract summary has been approved at the department level, a division level reviewer may not make additional changes unless the contract summary is rejected to this level.

Department Approval User: These users can perform data entry functions and can apply the department level approval. Once a contract summary has been approved by the contract manager level, a department level reviewer may not make additional changes unless the contract summary is rejected to this level.

Certified Contract Manager Approval User: Only those individuals approved by the State Purchasing Division to be Certified Contract Managers will be able to apply this approval and submit contract summaries to the GFO. Once a contract summary has been approved by the Budget Officer, the certified contract manager approver may not make further changes unless the contract summary is rejected back to this level.

Contract Entry and Tracking System (CETS) Manual

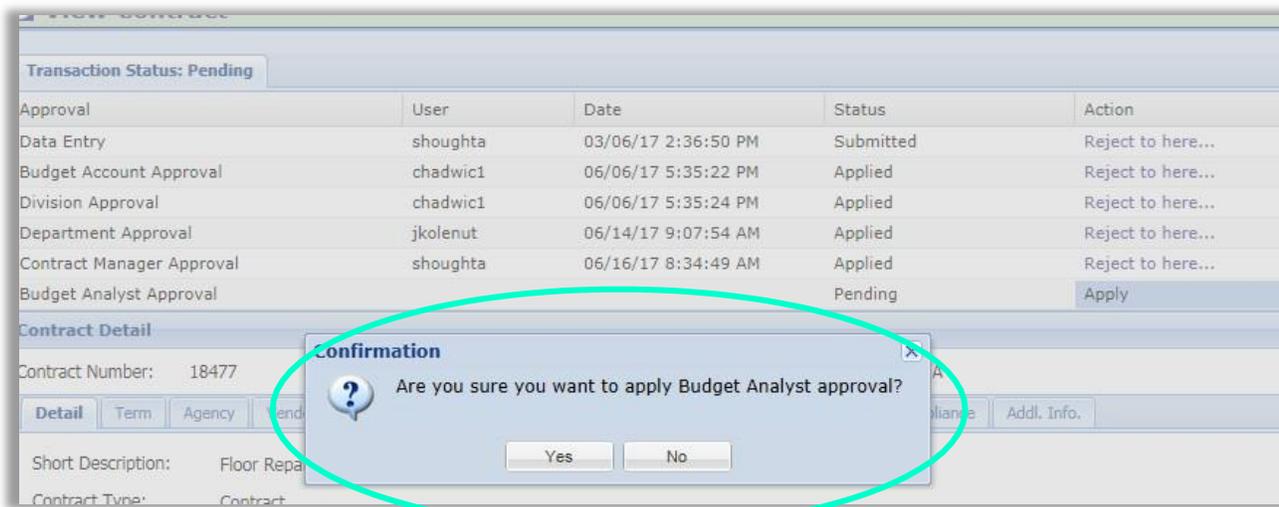
Applying Approvals and Rejections



Transaction Status: Pending				
Approval	User	Date	Status	Action
Data Entry	shoughta	03/06/17 2:36:50 PM	Submitted	Reject to here...
Budget Account Approval	chadwic1	06/06/17 5:35:22 PM	Applied	Reject to here...
Division Approval	chadwic1	06/06/17 5:35:24 PM	Applied	Reject to here...
Department Approval	jkolenut	06/14/17 9:07:54 AM	Applied	Reject to here...
Contract Manager Approval	shoughta	06/16/17 8:34:49 AM	Applied	Reject to here...
Budget Analyst Approval			Pending	Apply

Contract Detail

At each stage in the approval process, a contract summary may either be approved or rejected using the approval grid. When a reviewer views a contract summary that is pending approval, the grid appears at the top of the screen. The action column of the grid (above) shows what actions you can perform. Click on the links in the action column to perform that action. If you have already approved the contract summary or if you do not have the authority to give your approval, a link will not be available in the action column.



Transaction Status: Pending

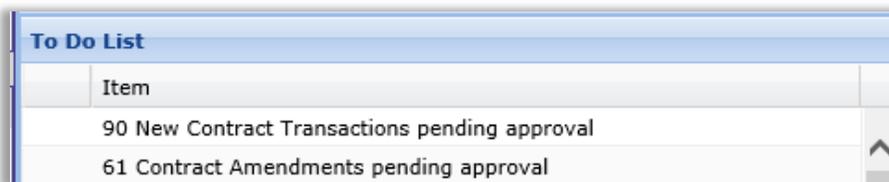
Approval	User	Date	Status	Action
Data Entry	shoughta	03/06/17 2:36:50 PM	Submitted	Reject to here...
Budget Account Approval	chadwic1	06/06/17 5:35:22 PM	Applied	Reject to here...
Division Approval	chadwic1	06/06/17 5:35:24 PM	Applied	Reject to here...
Department Approval	jkolenut	06/14/17 9:07:54 AM	Applied	Reject to here...
Contract Manager Approval	shoughta	06/16/17 8:34:49 AM	Applied	Reject to here...
Budget Analyst Approval			Pending	Apply

Confirmation
Are you sure you want to apply Budget Analyst approval?
Yes No

Contract Detail
Contract Number: 18477
Short Description: Floor Repa
Contract Type: Contract

When a reviewer approves a contract summary the following occurs:

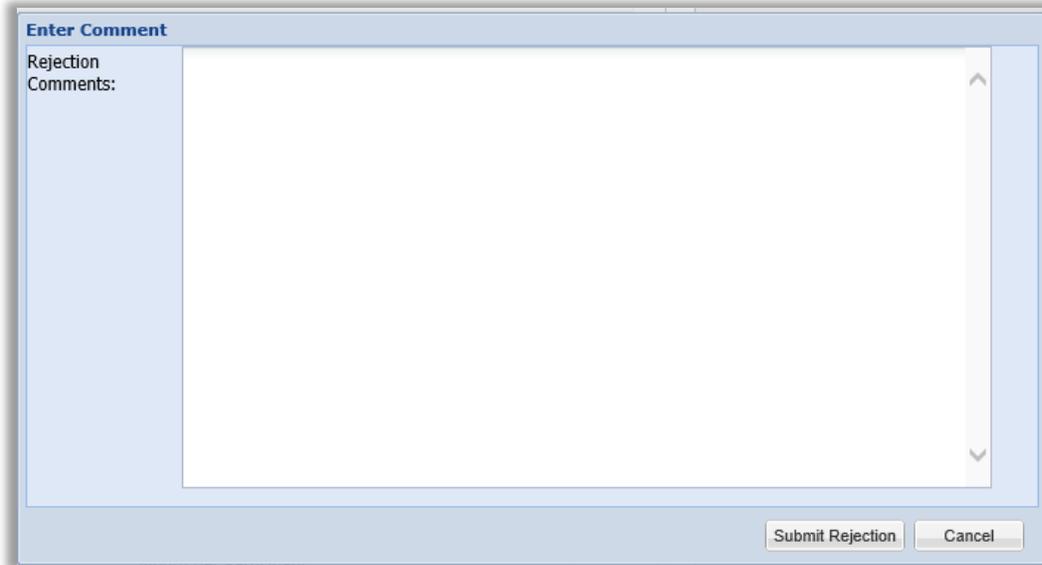
- The reviewer's user ID and a time stamp are added to the approval log,
- The reviewer will no longer be able to edit the contract summary,
- The contract summary moves on to the next reviewer unless this was the final step in which case the contract summary is marked as approved,
- contract summaries approved in earlier stages that now require your review will appear in your "To Do List" located on CETS opening screen.



To Do List
Item
90 New Contract Transactions pending approval
61 Contract Amendments pending approval

Contract Entry and Tracking System (CETS) Manual

If you are reviewing a contract summary that requires correction to one or more items, you may either reject the entire contract summary or you may edit it. If you want one of the prior reviewers or the user who entered the contract summary to make the change, reject the contract summary by selecting one of the “Reject to here...” levels in the approval grid. A dialog box appears to enter the reason for the rejection.



The image shows a screenshot of a software dialog box titled "Enter Comment". The dialog box has a light blue border and a white background. On the left side, there is a label "Rejection Comments:" followed by a large, empty text input area. At the bottom right of the dialog box, there are two buttons: "Submit Rejection" and "Cancel".

The users who approved at the level to which the contract summary is rejected will once again see the contract summary on their “To Do List” list with any rejection comments made by the reviewer who rejected it. The users at this level may make the change or reject the contract summary to a lower level, if appropriate.

As a reminder, the contract summary does not require the DAG’s approval. Their approval (signature) is required on the contract.

Contract Entry and Tracking System (CETS) Manual

Final Steps

Once the contract summary is submitted to the next approval level, print **single-sided** and attach a copy of the contract summary to each hard copy of the contract. Route the contract to the next approval level. Each approver should ensure the contract summary accurately states the terms and conditions of the contract.

A minimum of **three contract packets** must be delivered to the GFO for BOE/Clerk approval pursuant to SAM Section 0324 - Independent Contract Review Procedure. If less than three contract packets are submitted, the documents will be returned to the agency unless a written agreement exists with the GFO.

A **contract packet** consists of:

- The CETS-generated contract summary. One copy of the CETS Summary should be marked as "LCB copy" in **red ink/stamp** on the top left-hand corner of the page.
- Legal contract with appropriate signatures which includes at a minimum, the Attorney General or designated representative, the responsible agency representative and the contractor.
- All attachments referenced within the legal contract such as the solicitation, insurance, and previously approved amendments.

A **complete** packet should include:

- Three** complete contract packets.
 - Each full packet should be separated individually by a binder clip or rubber band. Contracts should never include staples, paperclips or be put in file folders.
 - The three packets and all additional documents should then be grouped together by a single binder clip or rubber band.
 - Signature flags placed on each page that requires the BOE/Clerk signature.
- Provide **one** copy of the following:
 - A cover letter with instructions of who the contract should be returned by interoffice or pick up including one email address and/or phone number.
 - All documents required in CETS such as retroactive letters, sole source waivers, contract extension justifications, EITS TIN completed review memorandum, contract payment logs for amendments, etc.
 - Any other supporting documentation the agency wishes to include or has been asked to include, that is not part of the official contract, should be included with the cover letter.
- For all contract amendments provide **one** copy of:
 - Previous amendment(s); and
 - The Contract Log (detailing payment history and remaining authority balance).
- If a flash drive or CD is included, print the Scope of Work portion. Also, make a note directly on it whether it should be routed to LCB if it gets separated from the rest of the contract packet. print the Scope of Work portion.

If the contract requires BOE approval, the contract packets must be delivered to the GFO by the agency deadline for the applicable board meeting.

Deadlines for complete contract submissions are posted on the GFO website. It is the responsibility of the agency to ensure contract packets have been reviewed thoroughly by each level of the agency established CETS approvals. Contract packets will be rejected if they are not submitted in a complete format according to the instructions outlined above.

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Once the contracts are approved by the BOE or the Clerk, one set will be mailed to the LCB Fiscal Analysis Division; the remaining sets will be sent back to the agency based on the instructions provided on the cover letter. It is the agency's responsibility to provide a complete, approved copy of the contract to the contractor (minus the CETS Contract Summary page).

Refer to the All Agency Memos posted on the GFO website and listserv emails for applicable dates. Subscribe to email notifications of meeting notices and Budget Policy Directives/All Agency Memo on GFO's home page at <http://budget.nv.gov/>.

The screenshot shows the Governor's Finance Office website. At the top, there is a navigation menu with links for HOME, ABOUT, BUDGET DIVISION, INTERNAL AUDIT, SMART 21, MEETINGS, DOCUMENTS, TRAINING, and CONTACT. Below the navigation menu is a welcome message: "Welcome to the State of Nevada, Governor's Finance Office". To the right of the welcome message is a "Quick Links" section with several links: Board of Examiners (BOE), Interim Finance Committee (IFC), Executive Branch Audit Committee, FY21-FY23 Executive Budget (Fiscal Years 22-23), Nevada Executive Budget System (NEBS), Policy Directives/All Agency Memo, Notification of SAM Changes (Pending & Approved), and Coronavirus Relief Fund. Below the quick links is a "Budget Staff Assignments" button. In the center of the page, there is a row of six buttons: State Administrative Manual (SAM), Budget Publications and Reports, Internal Audit Reports, Report Fraud & Abuse (775) 687-0150, Open Government, and Upcoming Budget. Below this row are four columns of services: BUDGET SERVICES, INTERNAL AUDIT SERVICES, MEETING SERVICES, and DOCUMENTS & TRAINING. Each column contains a list of links. At the bottom of the page, there is a section for "Subscribe to email notification of Meeting Notices and Budget Division Policy Directives/All Agency Memo". Below this section are two buttons: "Subscribe to GFO Meeting Notices Listserv" (highlighted with a red circle) and "Unsubscribe from the GFO Meeting Notices Listserv".

Note: The contract summary that prints from CETS is an internal document and should be removed from the vendor copy and any other public record copies. The contract itself is precedent over any discrepancy between the contract and CETS contract summary.

Contract Entry and Tracking System (CETS) Manual

BOE Meeting Agenda Date

Users can now see the upcoming or prior meetings to which the contract was assigned on the contract's "Detail" tab. Contracts yet to be assigned will show as TBD, or N/A for non-BOE contracts.

Contract History			
Type	Entry Date	Status	Short Description
Contract	08/07/2019	Approved	Anytime Plumbing
Amendment 1	04/15/2021	Approved	Anytime Plumbing
Amendment 2	09/26/2022	Approved	Anytime Plumbing
Amendment 3	05/16/2023	Approved	Anytime Plumbing

Amendment Detail

Contract Number: 22259

Assigned BOE Agenda: August 08, 2023 - Info

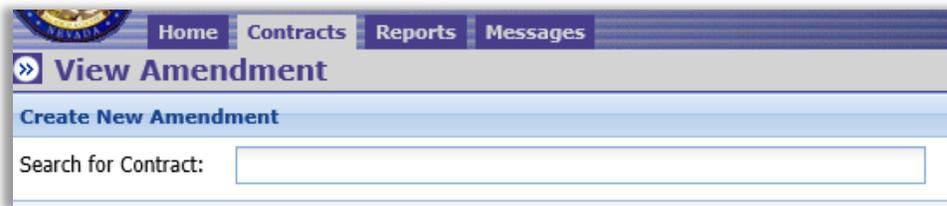
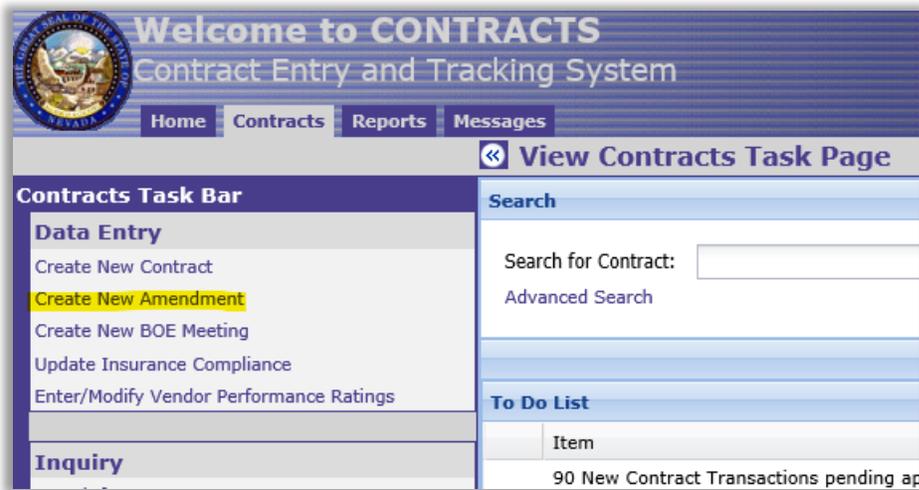
Amendment Number: 3

Detail	Term	Agency	Vendor	Funding	Justification	Other Info.	Insurance Rqmts.	Insurance Compliance	Addl. Info.
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Contract Entry and Tracking System (CETS) Manual

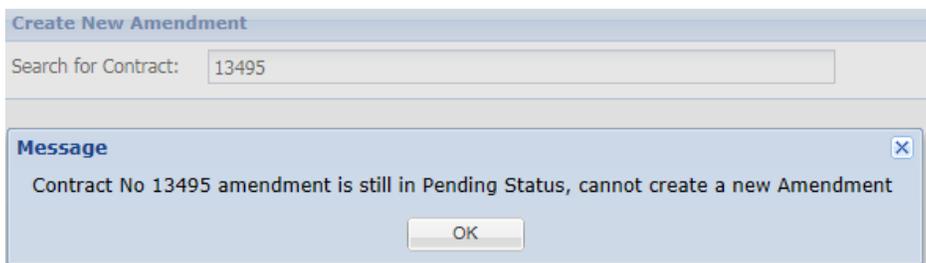
Creating Contract Amendments

To enter an amendment, bring up the approved contract by selecting "Create a new amendment" in the contracts task bar and entering the contract summary number in the "Search for Contract" box.



All information for an amendment will be pre-populated based on the approved contract summary. Any items that can be changed via an amendment (term, costs, vendor, funding, etc.) can be modified in the amendment.

If the contract has an amendment in pending status, an error message will pop up. The pending amendment requires approval before another amendment can be created.



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Amendment Detail

Contract Number: 22494 Assigned BOE Agenda: N/A
 Amendment Number: TBD-Set upon submission

Detail | Term | Agency | Vendor | Funding | Justification | Other Info. | Insurance Rqmts. | Insurance Compliance | Addl. Info.

Short Description: Investigative Svcs.
 Contract Type: Contract

Previously Approved Purpose: This is a new contract to provide investigative services to complete diligent searches for and identify missing biological fathers, putative fathers, relatives or fictive kin as potential permanent placements or lifelong support to the child.

Purpose of Previously Approved and Purpose of Amendment:

	Trans \$	Info Accum \$	Action Accum \$	Agenda
Original Contract:	\$45,000.00	\$45,000.00	\$45,000.00	Yes - Info
Current Amendment:	<input type="text" value="\$0.00"/>	\$0.00	\$45,000.00	No
Net Amount:	\$45,000.00			

Basis for Payment

Payment for Services at the rate of: per:

Other basis for payment (if above not applicable):

The screens and processes are the same for amendments as for new contract summaries except for the “Detail” tab. The agency will notice the “Purpose of Contract” box is now the “Purpose of Previously Approved and Purpose of Amendment” box and an additional box, “Purpose of Previously Approved,” has been added.

The “Previously Approved Purpose” box states the original contract purpose and all amendments previously approved by either the BOE or the Clerk.

The “Purpose of Previously Approved and Purpose of Amendment” box has the same requirements as the “Previously Approved Purpose” box and should incorporate the total scope of the initial contract and all subsequently approved amendments as well as provide a brief purpose of the current amendment.

1. The information entered in this field will be used for the BOE agenda. **Note:** *Agenda formatting requirements change, and this information may be edited by GFO staff.*
2. The agency should copy the narrative in the “Previously Approved Purpose” box and update it to ensure the narrative incorporates the scope of the initial contract and previously approved amendments.
3. The agency will add the new reason for the amendment (such as to increase the maximum amount, extend the termination date of the contract, revise the scope of services of the contract, etc.) to the “Purpose of Previously Approved and Purpose of Amendment” box. This narrative should start with “This is the first (second, third, etc.) amendment to the original contract which provides...”

Contract Entry and Tracking System (CETS) Manual

4. Be sure the purpose of the contract amendment follows the CETS examples under the “Detail” tab section of this manual (page 6).
5. If the amendment is for time extension only, detail why this is required (e.g., the project started behind schedule).

As a reminder:

- Amendments require amended Solicitation Waivers and Professional Exemption documents.
- Amendments require a contract log detailing the contract payments and balance in authority. An electronic copy is to be attached in the “Supporting Info (Does not print on BOE Agenda)” folder under the contract’s “Addl. Info” tab. One hard copy is to be submitted with the contract packet.
- An amendment requires an approved contract extension if it triggers a contract term beyond four years.
- Amendments may require amended TIN-related documents (contact EITS for guidance if unsure).

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Historical Contracts Requiring CETS Input

If an agency has approved a contract under \$2,000 and it is increased so it requires BOE or Clerk approval, the original contract must first be entered and approved in CETS. *The agency should always first consider if a new contract is appropriate before proceeding.*

When entering approved contracts or amendments in CETS, please proceed as follows:

- At the beginning of the “Purpose” box start with the following statement, “Post-approval entry into CETS.”
- Complete the data entry required in CETS. While this is a post-approval process, the data entry must be correct.
- Scan the hardcopy of the entire Contract Summary form and only the first page and signature page of the standard agency contract or amendment(s). Attach the electronic copies in CETS on the “Addl. Info” tab under the **"Prints on the BOE Agenda"** if BOE approval is required or **"Does not print on BOE Agenda"** if BOE approval is not required. The entire contract or amendment is not required. If a non-standard template for the contract or amendment was used, the front page or page providing proper identification and the relevant signature pages are required.
- Attach any required documents used by the BOE such as solicitation waivers, insurance waivers, retroactive memos, etc. Attachments and appendices are not required.
- **No hardcopies are required to be delivered to the Budget Office.** The process to pursue approval within the agency is left to the agency’s discretion. Whereas the Budget Officer would typically defer any review of pending CETS entries until the hardcopies are received at the Budget Office, the agency must email the Budget Officer when the Contract Manager applies the final agency approval and indicate which contract or amendment is pending post-approval processing.

The summaries for the contract and previous amendment(s) require all the same approvals as a new amendment and must be entered in the order in which they were approved.

For instance, you need to enter a contract summary for amendment number 2 and summaries for the contract and amendment number 1 are not in CETS.

1. Enter and approve the initial contract summary,
2. Obtain all agency approvals,
3. Submit the contract summary to the GFO,
4. GFO will apply final approvals,
5. Enter and approve the contract summary for amendment number 1,
6. Repeat steps 2-4.

Contact your assigned Budget Officer once all agency approvals have been applied and the GFO will apply the final approval for these documents. The new amendment can be added once the contract summary and all summaries for previous amendments have been approved.

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Searching for a Contract Summary

After logging in, the task screen will appear (shown below). From this screen you can:

- Search for an existing contract summary (to update information, prepare an amendment or continue working on a draft)
- Create an amendment or new contract summary
- Approve a pending contract summary
- View insurance information
- View vendor information
- Enter or modify vendor performance ratings
- List BOE meetings

Contracts Task Bar

Data Entry

- Create New Contract
- Create New Amendment
- Create New BOE Meeting
- Update Insurance Compliance
- Enter/Modify Vendor Performance Ratings

Inquiry

- Search for a Contract
- View Workflow Statistics
- View Vendor Ratings
- Search for a Vendor
- List BOE Meetings
- Report Insurance Compliance Exceptions
- Report Vendor Ratings Exceptions
- List Ineligible Vendors
- List Contracts with Incomplete Vendor Information
- List Contract Reports

Search

Search for Contract:

Advanced Search

To Do List

Item

Loading...

Recent and Upcoming BOE Meetings

Description	Number of Items
October 12, 2021 - Info	53
October 12, 2021 - Action	31
October 12, 2021 - MSA	10
September 14, 2021 - Info	47
September 14, 2021 - MSA	17
September 14, 2021 - Action	77
August 10, 2021 - Info	49

Contracts and Amendments in process

Approval Level	Total	Avg	Min	Oldest	0-7	8-14	15-30	30+	Rej By	Rej To
Budget Account Approval	284	694	0	4254	57	24	7	196	0	0
Division Approval	64	526.4	0	2465	8	0	1	55	0	0
Department Approval	28	495.1	0	4303	4	0	6	18	0	0
Contract Manager Approval	73	650.7	0	2619	8	2	3	60	0	0
EITS Approval	1	35	35	35	0	0	0	1	0	0

Recently Accessed Contracts

Contract #	Short Description	Agency	B/A	Category	Vendor	Amount
25005	Fiscal Intermediary	409	3646	18	Guardiantrac LLC dba GT Indepen...	\$198,000.00
24974	Program Assessment	409	3145	70	Mid South Quality Productivity Ce...	\$23,248.00
24757	CPS Assessments	409	3229	00	Lyon County	\$1,720,513.00
24755	CPS Assessments	409	3229	00	Churchill County	\$811,302.00
24649	Case Closure Service	409	3229	44	DAVID H NEELY III ATTORNEY	\$24,000.00
22441	Work Plan	130	2361	13	GARTNER, INC.	\$898,400.00
24054	Division Services	409	3250	04	JONES, DANIEL C	\$284,000.00

Using the “Search for Contract” box you can search for contract summaries by vendor names, contract summary numbers, amounts, fiscal year, and last action date.

Note: Contract summary forms imported from the prior contract database on October 6, 2009 will have contract summary numbers beginning with CONV). Your search string must contain at least **three** characters.

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The advanced search option can be used to filter information such as agency, budget account, fiscal year, vendor name, contract type, amount, status, BOE meeting, and certified contract manager.

Search Criteria

Primary Agency:

Budget Account:

Effective Date Fiscal Year:

Termination date: To:

Last Action date: To:

Vendor Name:

Contract Type:

Amount: To:

Status:

BOE Meeting Assigned:

By Contract Manager:

Include Amendments:

Search Results

Type	Contract #	Short Description	Agency	B/A	Category	Vendor
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Contract Entry and Tracking System (CETS) Manual

Assignment of Contract Manager

Contract Managers were previously required to be assigned at the entry of a contract. The process has been streamlined to automatically set the Contract Manager at the time of the Contract Manager Approval. The system will now allow any user with the contract manager role and assigned agency to approve the contract without having to first be assigned. The system will automatically generate the name of the manager based upon the approval.

Contract Number: TBD-Set upon submission Assigned BOE Agenda: N/A

▼ Detail ▼ Term ▼ Agency ▼ Vendor ▼ Funding ▼ Justification ▼ Other Info. ▼ Insurance Rqmts. Ins

Search for contract manager by userid or name. Name searches should be formatted as 'Last, First'

Contract Manager:
TBD Will be set on approval

Agency Field Contract Monitors

Name	Title	Phone
------	-------	-------

Is there an Indirect Cost Rate or Percentage Paid to the Contractor?:

Deleting a Contract Summary

If for some reason a contract was created but determined to not be needed before it receives final approval, the agency can delete the contract *from the active transactions*.

To do so, the approvals must be removed, or the contract rejected so the contract is pending at the Data Entry user level. The Data Entry user has this transaction pending in their “To Do List” with a red “X” next to the item. By selecting this “X”, the Data Entry user deletes this transaction from their “To Do List” and any reports of active transactions.”

To Do List

Item
88 New Contract Transactions pending approval
61 Contract Amendments pending approval
13298 Contracts with overdue vendor ratings
114 Contracts with vendor ratings due soon
2177 Contracts with expired/incomplete insurance
45 Contracts with insurance updates required soon
X Contract 19010 was rejected

Recent and Upcoming BOE Meetings

Description	Number of Items
September 30, 2021 - Info	8
September 30, 2021 - Action	6
June 08, 2021 - Info	5

Confirmation

Are you sure you want to delete this rejected contract?

Note: This is not a true deletion of the document; it only deletes the document from the “To Do List” and Reports section. However, if a user knows the contract number, it can still be pulled up in the CETS indefinitely. If you have any questions on CETS contact your assigned Budget Officer.

Contract Entry and Tracking System (CETS) Manual

“Purpose of Contract” Examples

NEW CONTRACT FOR NEW SERVICES (agency has not contracted for these services in the past, this is a new activity):

This is a new contract to provide financial analysis of school districts and charter schools throughout the state.

NEW CONTRACT FOR ONGOING SERVICES (agency has routinely contracted for these services, this is a renewal of services with the same or different vendor):

This is a new contract to provide ongoing financial analysis of school districts and charter schools throughout the state.

NEW CONTRACT FOR NEW SERVICES FOR CIP PROJECTS (for State Public Works Division):

This is a new contract to provide professional architectural/engineering services for the Caliente Youth Center Electrical Upgrade CIP project to include project design and construction administration services to replace the electrical systems in the administrative and old school buildings: CIP Project No. 19-M49; SPWD Contract No. 112936.

NEW CONTRACT FOR TECHNOLOGY INVESTMENT:

This is a new contract to implement an approved technology investment which provides software and user training for the Nevada Executive Budget System.

NEW CONTRACT FOR STATEWIDE CONTRACT:

This is a new service agreement under statewide contract 99SWC-NV24-17503 which provides procurement acquisition support services. This service agreement provides strategy, guidance, planning and execution support services designed to support the successful implementation of a new software product for the system modernization project known as Project MYNT.

NEW CONTRACT CONTINGENT UPON IFC APPROVAL:

This is a new contract to provide ongoing design, production, publishing, printing, and distribution of wildlife publications. This contract is contingent upon IFC approval of work program C49132.

NEW CONTRACT FOR IN-KIND EXCHANGE:

This is a new contract to provide six season tickets each for the Reno Aces. In exchange, Nevada Magazine will provide sponsorship to SSK Baseball affiliates within their magazine. This will increase recognition resulting in more subscribers and possible new advertisers without an outlay of marketing funds.

NEW REVENUE CONTRACT FOR NEW REVENUE (this is a new revenue source for the agency):

This is a new revenue contract to provide veterans and their families with options counseling in eight rural counties in northern Nevada.

NEW REVENUE CONTRACT FOR ONGOING REVENUE (this is not a new revenue source):

This is a new revenue contract to provide ongoing options counseling in eight rural counties in northern Nevada for veterans and their families.

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NEW INTERLOCAL AGREEMENT FOR ONGOING SERVICES (agency has routinely contracted for these services):

This is a new interlocal agreement to provide ongoing motorcycle safety training courses using the current edition of the Motorcycle Safety Foundation's Basic Rider Course and Experienced Rider Course curriculum.

AMENDMENT THAT CHANGES THE SCOPE OF WORK ONLY (*Note: numbering amendments is required*):

This is the first amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment adds legal research services.

AMENDMENT THAT CHANGES THE TERMINATION DATE ONLY OF A NEW/ONGOING CONTRACT OR AGREEMENT (*Note: numbering amendments is required*):

This is the first amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2023 to January 31, 2025 due to the continued need for these services.

AMENDMENT THAT CHANGES THE MAXIMUM AMOUNT ONLY OF A NEW/ONGOING CONTRACT OR AGREEMENT (*Note: reference to amendment number is required*):

This is the third amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment increases the maximum amount from \$100,000 to \$200,000 due to an increased volume of hearings.

AMENDMENT THAT CHANGES THE TERMINATION DATE AND THE MAXIMUM AMOUNT OF A NEW/ONGOING CONTRACT OR AGREEMENT (*Note: reference to amendment number is required and state the change in the termination date first, then state the change in dollar amount.*):

This is the third amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2023 to January 31, 2025 and increases the maximum amount from \$100,000 to \$200,000 due to the continued need for these services.

AMENDMENT THAT CHANGES THE TERMINATION DATE, THE MAXIMUM AMOUNT, AND THE SCOPE OF WORK OF A NEW/ONGOING CONTRACT OR AGREEMENT (*Note: reference to amendment number is required*):

This is the third amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2023 to January 31, 2025 and increases the maximum amount from \$100,000 to \$200,000 due to the addition of legal research services.