



**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE**

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ALL AGENCY MEMO #2016-05

February 29, 2016

To: All Agencies

From: James R. Wells, Director
Governor's Finance Office

Subject: Updates to Contract Entry and Tracking System (CETS) and Manual

Recently, the Board of Examiners (BOE) threshold methodology for BOE agenda inclusion was automated in the Contract Entry and Tracking System (CETS). BOE transactions equal to or greater than \$10,000 are subject to placement on the BOE agenda. The criteria for placement on the BOE agenda is based on the cumulative dollar amount of the CETS transaction. CETS will now automatically determine the type of BOE agenda and assign transactions as either a BOE-Action, BOE-Info or BOE-Exception based on the following rules.

BOE-Action Item

Every time the cumulative amount of the transaction(s) are equal to \$50,000 or greater, the transaction will be added to the BOE agenda as a BOE-Action item. CETS will use a calculator to sum the transactions and will flag a transaction as a BOE-Action item once the \$50,000 threshold is reached. Once \$50,000 has been reached, the calculator will reset to zero and start accumulating future transactions.

BOE-Information Item

Every time the cumulative amount of the transaction(s) are equal to \$10,000 or greater, the transaction will be added to the BOE agenda as BOE-Information item. CETS will use a calculator to sum the transactions and will flag the transactions as a BOE-Information item once the \$10,000 threshold is reached. Once \$10,000 has been reached, the calculator will reset to zero and start accumulating future transactions. The reset of the BOE-Information item accumulator will not impact the BOE-Action item accumulator.

The accumulators calculate changes 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. The State Administrative Manual Section 0102 provides that any item may be placed on the BOE Agenda. In these circumstances your Budget Analyst has the ability to select the contract as a BOE-Exception item. This will not reset the BOE-Information item or BOE-Action item accumulators.

The following is an example of the calculation for the Agenda assignment and the application of the BOE-Exception.

	Trans \$	Info Acc \$	Action Acc \$	Agenda
Original	\$44,000	\$44,000	\$44,000	Info
A #1	\$ 8,000	\$ 8,000	\$52,000	Action
A #2	\$11,000	\$11,000	\$11,000	Info
A #3	\$ 5,000	\$ 5,000	\$16,000	No
A #4	\$ 6,000	\$11,000	\$22,000	Info

If A #5 is created and manually identified as a BOE-Exception, it would display as:

A #5	\$ 3,000	\$14,000	\$25,000	Exception
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Update to CETS Examples for the Purpose Section (revised 1/29/16) in CETS Manual

Format guidelines for the Contract Entry and Tracking system (CETS) have been revised to provide transparency as well as concise information to the Board of Examiners (BOE) members and the public for all BOE and non-BOE contracts.

The format requirements continue to be:

- All contract types must have an introduction indicating “new” or “amendment”.
- 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 must briefly indicate the change for the current amendment and the reason for the change. (Note: Changes to the scope must be within the parameters of the solicitation.)

- Amendments should be numbered as shown in the examples.

NEW CONTRACT FOR NEW SERVICES (agency has not contracted for these services in the past - think of this as a new activity):

This is a new contract to provide basic education for unit owners and voluntary directors in common-interest communities regarding how to understand financial, reserve and insurance aspects of their homeowners associations. Seminars are to be held in Greater Las Vegas, Reno-Carson City, Pahrump, Mesquite and Laughlin.

NEW CONTRACT FOR ONGOING SERVICES (agency has routinely contracted for these services - think of this as renewal of services with same or different vendor):

This is a new contract that continues ongoing basic education for unit owners and voluntary directors in common-interest communities regarding how to understand financial, reserve and insurance aspects of their homeowners associations. Seminars are to be held in Greater Las Vegas, Reno-Carson City, Pahrump, Mesquite and Laughlin.

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

This is a new revenue contract to provide rack space at Prospect Peak in Lander County.

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

This is a new revenue contract that continues to provide rack space at Prospect Peak in Lander County.

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

This is a new interlocal agreement that continues 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 TERMINATION DATE OF A NEW 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, 2016 to January 31, 2018 due to the continued need for these services.

AMENDMENT THAT CHANGES THE TERMINATION DATE OF AN 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, 2013 to January 31, 2014 due to the continued need for these services.

AMENDMENT THAT CHANGES THE SCOPE *(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 to the scope of services due to the need for these services.

AMENDMENT THAT CHANGES THE TERMINATION DATE AND THE MAXIMUM AMOUNT OF A NEW CONTRACT OR AGREEMENT *(Note: Numbering amendments is required.):*

This is the tenth amendment to the original contract which provides new legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2013 to January 31, 2014 and increases the maximum amount from \$100,000 to \$200,000 due to due to the continued need for these services and an increased volume of hearings.

AMENDMENT THAT CHANGES THE TERMINATION DATE AND THE MAXIMUM AMOUNT OF AN ONGOING CONTRACT OR AGREEMENT *(Note: Numbering amendments is required.):*

This is the tenth 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, 2013 to January 31, 2014 and increases the maximum amount from \$100,000 to \$200,000 due to due to the continued need for these services and an increased volume of hearings.

If you have any questions, please contact your Budget Analyst.