



# STATE OF NEVADA

## Board of Examiners Meeting



### **VOLUME I**

Agenda  
Detailed Agenda  
Action Items  
Leases  
Contracts  
Master Service Agreements  
Information Items

Laxalt Building, Second Floor Chambers  
401 N. Carson St.  
Carson City, Nevada  
May 10, 2016 10:00 AM

# POST

## \*\*\* NOTICE OF PUBLIC MEETING \*\*\*

### BOARD OF EXAMINERS

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**LOCATION:** 2<sup>nd</sup> Floor Chambers of the Laxalt Building  
401 N. Carson Street  
Carson City, Nevada 89701

**VIDEOCONFERENCE:** Grant Sawyer Building  
555 E. Washington Avenue, Ste. 5100  
Las Vegas, Nevada 89101

**DATE AND TIME:** May 10, 2016 at 10:00 a.m.

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Below is an agenda of all items to be considered. **Action will be taken on items preceded by an asterisk (\*)**. Items on the agenda may be taken out of the order presented, items may be combined for consideration by the public body; and items may be pulled or removed from the agenda at any time at the discretion of the Chairperson.

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### AGENDA

1. **PUBLIC COMMENTS**
- \*2. **FOR POSSIBLE ACTION – APPROVAL OF THE APRIL 12, 2016 BOARD OF EXAMINERS’ MEETING MINUTES**
- \*3. **FOR POSSIBLE ACTION – APPROVAL FOR STATE VEHICLE PURCHASES**

Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer or employee of the state without prior written consent of the state Board of Examiners.

<b>AGENCY NAME</b>	<b># OF VEHICLES</b>	<b>NOT TO EXCEED</b>
Colorado River Commission	1	\$45,578
Department of Conservation and Natural Resources – Environmental Protection	1	\$27,195
Department of Conservation and Natural Resources – Forestry	13	\$2,904,265
Department of Conservation and Natural Resources – State Parks	11	\$302,058
<b>Total</b>	<b>26</b>	<b>\$3,279,096</b>

**\*4. FOR POSSIBLE ACTION – AUTHORIZATION TO CONTRACT WITH A CURRENT AND/OR FORMER EMPLOYEE**

**A. Department of Health and Human Services – Public and Behavioral Health**

Pursuant to NRS 333.705, subsection 1, the Department of Health and Human Services, Division of Public and Behavioral Health requests authority to contract with Gregory Brown, a current Psychiatrist at the University of Nevada School of Medicine to provide independent medical examiner competence to stand trial evaluations for individuals at the Southern Nevada Adult Mental Health Services inpatient forensic unit on an as needed basis.

**B. Department of Health and Human Services – Public and Behavioral Health**

Pursuant to NRS 333.705, subsection 1, the Department of Health and Human Services, Division of Public and Behavioral Health requests authority to contract with Dr. Michelle G. Paul, a current Director and Associate Professor in Residence, Department of Psychology at the University of Nevada, Las Vegas to provide competency evaluations and neuropsychological evaluations to determine competency status for individuals at the Southern Nevada Adult Mental Health Services forensic unit on an as needed basis.

**C. Department of Employment, Training and Rehabilitation**

Pursuant to NRS 333.705, subsection 1, the Department of Employment, Training and Rehabilitation requests authority to continue contracting with Northern Nevada International Center through July 7, 2018 who uses the services of Joy Orlich and Manual Mederos and are currently Nevada System of Higher Education employees. These employees answer phones, schedule interpreting services and process billings.

**\*5. FOR POSSIBLE ACTION – AUTHORIZATION TO CONTRACT WITH A CURRENT AND/OR FORMER EMPLOYEE**

**A. Department of Transportation**

Pursuant to NRS 333.705, subsection 4, the department seeks a favorable recommendation regarding the Agency’s determination to use the emergency provision to contract with Mr. Ed Wilson, a former Program Officer III, from April 4, 2016 to June 3, 2016 to complete a manual of former duties and train employees on NDOT customer service, Logo Sign, Sponsor-a-Highway and Adopt-a-Highway programs.

**\*6. FOR POSSIBLE ACTION – AUTHORIZATION TO APPROVE A PROVIDER AGREEMENT**

**A. DEPARTMENT HEALTH AND HUMAN SERVICES – DIVISION OF WELFARE AND SUPPORTIVE SERVICES**

The Division of Welfare and Supportive Services is requesting Board of Examiners' approval of the following provider agreement forms to enable them to enter into an agreement with providers for:

1. **Energy Assistance Program Intake Sites for Independent Contractors**
2. **Energy Assistance Program Intake Sites for Interlocal Agreements**

**\*7. FOR POSSIBLE ACTION – APPROVAL TO PAY A CASH SETTLEMENT**

Pursuant to Article 5, Section 21 of the Nevada Constitution, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.

**A. Department of Transportation (NDOT) – Administration - \$3,000**

The department requests settlement approval in the total amount of \$3,000 to fully resolve an eminent domain action to acquire a 155 square foot temporary easement for a period of two years, owned by Dawn Chavez, located at 4081 Snowshoe Lane, Reno, Nevada for the widening and reconstruction of South McCarran between Longley Lane and Greg Street. NDOT previously deposited \$2,000 with the Court for a right of occupancy. NDOT now requests an additional \$3,000 to resolve the action. Approval of the additional amount of \$3,000 would bring the total to \$5,000.

**B. Department of Transportation (NDOT) – Administration - \$250,000**

The department requests settlement approval in the total amount of \$250,000 to fully resolve an eminent domain action to acquire the property located at 1234-1414 Western Avenue in Las Vegas for Project NEON. NDOT previously deposited \$2,877,000 with the Court for a right of occupancy. NDOT now requests an additional \$250,000 to resolve the action. Approval of the additional amount of \$250,000 would bring the total to \$3,127,000.

**\*8. FOR POSSIBLE ACTION – REQUEST FOR TRAVEL POLICY CHANGES**

**A. Department of Wildlife**

Pursuant to NRS 281.160, the department is requesting Board of Examiners' approval of their updated travel reimbursement policy which includes travel reimbursement rates that are less than US General Services Administration (GSA) rates.

**\*9. FOR POSSIBLE ACTION – REQUEST TO WRITE OFF BAD DEBT**

**A. Department of Business and Industry – Industrial Relations - \$1,145,067.48**

Pursuant to NRS 232, as amended by AB 14 of the 2015 Legislature, the Advisory Council to the Division of Industrial Relations requests that the Board of Examiners designate the following debts as bad debts as they have been determined to be uncollectible by the Office of the State Controller.

**\*10. FOR POSSIBLE ACTION – LEASES ([Attached as Exhibit 1](#))**

**\*11. FOR POSSIBLE ACTION – CONTRACTS ([Attached as Exhibit 2](#))**

**\*12. FOR POSSIBLE ACTION – MASTER SERVICE AGREEMENT ([Attached as Exhibit 3](#))**

**13. CONTRACTS APPROVED BY THE CLERK OF THE BOARD ([Attached as Exhibit 4](#)) - INFORMATION ITEM**

Pursuant to NRS 333.700, subsection 7 (a), the Clerk of the Board may approve all contract transactions for amounts less than \$50,000. Per direction from the August 13, 2013 meeting of the Board of Examiners, the Board wished to receive an informational item listing all approvals applicable to the new threshold (\$10,000 – \$49,999). Attached is a list of all applicable approvals for contracts and amendments approved from March 22, 2016 through April 19, 2016.

**14. INFORMATION ITEM**

**A. Department of Motor Vehicles – Complete Street Program**

Pursuant to NRS 482.480, Subsection 11, the Department of Motor Vehicles shall certify to the State Board of Examiners the amount of the voluntary contributions collected for each county by the department and its agents, and that the money has been distributed as provided in statute. This report is for the period beginning July 1, 2015 and ending March 31, 2015.

**B. Complete Street Program Uses**

Per the Governor’s request during the November BOE meeting, a letter was sent to Clark and Washoe counties and Carson City Consolidated Municipality requesting a report on how the Complete Streets Program funds are being utilized. This report is for all funds received through March 2015.

**15. BOARD MEMBERS’ COMMENTS/PUBLIC COMMENTS**

**\*16. FOR POSSIBLE ACTION – ADJOURNMENT**

Notice of this meeting was posted in the following locations:

Blasdel Building, 209 E. Musser St., Carson City, NV  
Capitol Building, 101 N. Carson St., Carson City, NV  
Legislative Building, 401 N. Carson St., Carson City, NV  
Nevada State Library and Archives, 100 Stewart Street, Carson City, NV

Notice of this meeting was emailed for posting to the following location:

Capitol Police, Grant Sawyer State Office Building, 555 E. Washington Ave, Las Vegas, NV  
[Capitolpolice-lasvegas@dps.state.nv.us](mailto:Capitolpolice-lasvegas@dps.state.nv.us)

Notice of this meeting was posted on the following websites:

<http://budget.nv.gov/Meetings>  
<https://notice.nv.gov/>

Supporting material for this meeting may be requested from Director Wells at (775) 684-0222 or [budget@finance.nv.gov](mailto:budget@finance.nv.gov), and is available at the Governor’s Finance Office, 209 E. Musser St. Room 200 Carson City, NV 89701. We are pleased to make reasonable accommodations for members of the public who are disabled and would like to attend the meeting. If special arrangements for the meeting are required, please notify the Governor’s Finance Office at least one working day before the meeting at (775) 684-0222 or you can fax your request to (775) 684-0260.

# LEASES

BOE #	LESSEE	LESSOR	AMOUNT
1.	Department of Health and Human Services – Public and Behavioral Health – Medical Marijuana Establishments	WBCMT	\$502,754
	<b>Lease Description:</b>	This is a new lease to relocate the program.	
	<b>Term of Lease:</b>	06/01/2016 – 5/31/2023	Located in Las Vegas
2.	Department of Health and Human Services – Public and Behavioral Health	Miles Properties, Inc.	\$92,777
	<b>Lease Description:</b>	This is an extension of an existing lease for storage.	
	<b>Term of Lease:</b>	06/01/2016 – 5/31/2021	Located in Moundhouse
3.	Department of Health and Human Services – Welfare and Supportive Services	Aleco Enterprises, Inc.	\$7,575,153
	<b>Lease Description:</b>	This is an extension of an existing lease to house the agency.	
	<b>Term of Lease:</b>	06/01/2016 – 5/31/2026	Located in Las Vegas

# CONTRACTS

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
1.	010	GOVERNOR'S OFFICE - GOVERNOR'S WASHINGTON DC OFFICE	MCGINNESS, RYAN DBA DISTRICT STRATEGIES, LLC	OTHER: AGENCY TRANSFERS	\$778,299	
	Contract Description:	This is the second amendment to the original contract which continues ongoing service to the Governor as an advocate and representative for the State of Nevada in Washington, D.C. The contractor will identify, monitor and provide information on selected federal issues. This amendment extends the termination date from June 30, 2016 to June 30, 2019 and increases the maximum amount from \$1,204,510.28 to \$1,982,809.30 due to the continued need for the services.				
	Term of Contract:	10/01/2011 - 06/30/2019		Contract # 12578		
2.	060	CONTROLLER'S OFFICE	CLIFTONLARSONALLEN LLP	GENERAL	\$50,000	Professional Service
	Contract Description:	This is a new contract that continues ongoing audit services of the Public Employees Retirement System's financial statements to comply with the requirements of the Government Accounting Standards Board 68 (GASB 68) rules. Contractor will audit the Schedules of Employer Allocations and Pension Amounts by Employer and the related notes to both schedules, prepared to comply with the requirements of GASB 68. The contractor shall conduct expanded employer census data testing as part of its audit.				
	Term of Contract:	Upon Approval - 12/31/2016		Contract # 17615		
3.	070	DEPARTMENT OF ADMINISTRATION - HUMAN RESOURCE MANAGEMENT	DEPARTMENT OF ADMINISTRATION - HEARINGS DIVISION	OTHER: PERSONNEL ASSESSMENTS	\$300,000	
	Contract Description:	This is a new interlocal agreement which provides ongoing Hearings Appeals Officers to hear Executive Branch employee "Whistle Blower" complaints and appeals regarding suspensions, demotions, involuntary transfers and terminations.				
	Term of Contract:	07/01/2016 - 06/30/2017		Contract # 17476		
4.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - BUILDINGS AND GROUNDS	NEVADA LANDCARE USA, LLC	FEE: BUILDINGS AND GROUNDS RENTAL INCOME FEES	\$68,760	
	Contract Description:	This is a new contract that continues ongoing landscaping services for the Department of Motor Vehicles facility at 4110 Donovan Way in Las Vegas.				
	Term of Contract:	01/01/2016 - 12/31/2019		Contract # 17649		
5.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - BUILDINGS AND GROUNDS	PREMIER JANITORIAL MANAGEMENT	FEE: BUILDINGS AND GROUNDS BUILDING RENTAL FEES	\$72,856	
	Contract Description:	This is a new contract that continues ongoing janitorial services for the Wildlife building located at 1100 Valley Road in Reno.				
	Term of Contract:	Upon Approval - 03/01/2020		Contract # 17638		
6.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - VETERANS CIP PROJECTS - NON-EXEC	NEVADA BY DESIGN	BONDS 7% FEDERAL 93%	\$45,000	Professional Service
	Contract Description:	This is the first amendment to the original contract which provides professional architectural/engineering services for the Southern Nevada Veterans Memorial Cemetery Expansion project: CIP Project No. 09-C18; SPWD Contract No. 109964. This amendment increases the maximum amount from \$22,500 to \$67,500 for additional construction management services.				
	Term of Contract:	12/29/2015 - 06/30/2017		Contract # 17362		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
7.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - 2013 DEPARTMENT OF ADMINISTRATION CIP PROJECTS - NON-EXEC	JVC ASSOCIATES, INC.	OTHER: TRANSFER FROM HIGHWAY FUND APPROPRIATION	\$62,941	Professional Service
		Contract Description: This is a new contract to provide professional architectural/engineering services for the flooring replacement project at the North Decatur, North Las Vegas -Donovan and Henderson Department of Motor Vehicle facilities: CIP Project No. 15-M31; SPWD Contract No. 110139. Term of Contract: Upon Approval - 06/30/2019 Contract # 17658				
8.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - STATEWIDE CIP PROJECTS-NON-EXEC	PENTA BUILDING GROUP, LLC	GENERAL 56% BONDS 32% OTHER: 6% TRANSFER FROM TREASURER, 6% TRANSFER FROM LAS VEGAS MENTAL HEALTH	\$157,353	Professional Service
		Contract Description: This is the second amendment to the contract to provide professional owner construction manager at risk services for the renovation of Building #3 at the Southern Nevada Adult Mental Health Services in Las Vegas: CIP Projects No. 13-C08(C) and 15-C01; SPWD Contract No. 109176. This amendment increases the maximum amount from \$5,574,448.30 to \$5,731,801.12 to accommodate the final project change order items. Term of Contract: 05/12/2015 - 06/30/2019 Contract # 16575				
9.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS All Budget Accounts	BCC MANAGEMENT, INC.	OTHER: VARIES DEPENDING UPON THE PROJECT REQUIRING THIS SERVICE.	\$100,000	Professional Service
		Contract Description: This is a new contract to provide on-going third party mechanical/electrical commissioning services, as required. Term of Contract: Upon Approval - 06/30/2017 Contract # 17660				
10.	101	DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS-TOURISM	EAST WEST MARKETING CORP CHINA	OTHER: LODGING TAX	\$396,000	
		Contract Description: This is a new contract to provide ongoing representation to promote Nevada to Chinese tourists. The U.S.-based vendor's international services will include: crafting an annual market briefing and marketing plan; conducting government relations; conducting trade/consumer media outreach; developing/maintaining a Chinese website; generating robust social media; developing/hosting in-China sales missions; coordinating/hosting trade show appearances in China; organizing/hosting familiarization tours/press trips; visiting Nevada at annual conferences as identified; training/outreach to tour operators, travel agents, airline reps and other travel influencers; managing media planning/buying; developing Nevada promotional brochures in Chinese (printed/electronic); developing/executing marketing and promotional programs; ensuring regular communication with Tourism; and providing quarterly progress reports on activities, media value and results. Term of Contract: 07/01/2016 - 06/30/2018 Contract # 17625				
11.	101	DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS - TOURISM DEVELOPMENT FUND	TNS US, LLC, DBA TNS CUSTOM RESEARCH	OTHER: LODGING TAX	\$130,500	
		Contract Description: This is the first amendment to the original contract which provides ongoing domestic visitor profile study services to obtain travel information from recent Nevada visitors. This amendment extends the termination date from June 30, 2016 to June 30, 2018 and increases the value of the contract from \$124,500 to \$255,000 for additional data collection. Term of Contract: 07/01/2014 - 06/30/2018 Contract # 15508				



BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
12.	240	DEPARTMENT OF VETERANS SERVICES	CAMPBELL'S CUSTODIAL SERVICES, INC.	GENERAL 56% FEDERAL 44%	\$43,700	
	Contract Description:	This is the first amendment to the original contract which provides cleaning services for the Administration Building, Chapel and Maintenance Building at the Southern Nevada Veterans Memorial Cemetery. This amendment extends the termination date from June 30, 2016 to June 30, 2018 and increases the total maximum amount from \$38,000 to \$81,700 due to the continued need for these services.				
		Term of Contract:	06/11/2014 - 06/30/2018	Contract # 15772		
13.	240	DEPARTMENT OF VETERANS SERVICES - VETERANS HOME ACCOUNT	ABACUSRX PHARMACY	OTHER: PRIVATE/COUNTY 35% FEDERAL 65%	\$800,000	
	Contract Description:	This is a new contract that continues ongoing pharmaceutical services.				
		Term of Contract:	05/10/2016 - 06/30/2020	Contract # 17594		
14.	240	DEPARTMENT OF VETERANS SERVICES - VETERANS HOME ACCOUNT	WESTCARE MANAGEMENT, INC.	OTHER: PRIVATE/COUNTY 35% FEDERAL 65%	\$495,000	Professional Service
	Contract Description:	This is a new contract to provide ongoing Medicare and Medicaid accounting, consulting and billing assistance to create the Medicaid and Medicare cost report each year.				
		Term of Contract:	06/01/2016 - 05/31/2020	Contract # 17609		
15.	300	DEPARTMENT OF EDUCATION - STANDARDS AND INSTRUCTIONAL SUPPORT	THE ONE TO ONE INSTITUTE	GENERAL	\$61,000	Sole Source
	Contract Description:	This is the first amendment to the original contract to provide mentoring services for the Nevada Ready 21 program. The services will include strategic planning for program rollout and implementation, development of a Request for Proposal to solicit district applications, and develop administrator and teacher programs. This amendment increases the maximum amount from \$49,000 to \$110,000 to provide additional authority for requested services.				
		Term of Contract:	09/16/2015 - 06/30/2017	Contract # 17045		
16.	300	DEPARTMENT OF EDUCATION - INDIVIDUALS WITH DISABILITIES ACT	ALEXANDER & ASSOCIATES, INC.	FEDERAL	\$614,400	
	Contract Description:	This is the second amendment to the original contract that provides for a Special Education Legal and Data System Analyst to develop, review, revise and submit Nevada's special education State Performance Plan and Annual Performance Report as per the Individuals with Disabilities Act which supports positive outcomes for students with disabilities. This amendment extends the termination date from June 30, 2016 to June 30, 2020 and increases the maximum amount from \$614,400 to \$1,228,800 due to the continued need for these services.				
		Term of Contract:	06/05/2012 - 06/30/2020	Contract # 13408		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
17.	332	DEPARTMENT OF ADMINISTRATION - LIBRARY AND ARCHIVES - NEVADA STATE LIBRARY	FUTTERMAN AND ASSOCIATES, INC.	FEDERAL	\$229,680	Sole Source
	Contract Description:	This is the first amendment to the original contract which provides identification of unserved and underserved populations within the state and provides libraries the information they need to improve customer service among library users. This amendment extends the termination date from May 31, 2017 to June 30, 2017 and increases the maximum amount from \$215,750 to \$445,430 due to the development of an enhanced library data portal and the addition of the Las Vegas-Clark County Library District subscription.				
	Term of Contract:	05/14/2013 - 06/30/2017	Contract # 14205			
18.	400	DEPARTMENT OF HEALTH AND HUMAN SERVICES - DIRECTOR'S OFFICE - PROBLEM GAMBLING	PROBLEM GAMBLING SOLUTIONS	OTHER: SLOT TAX	\$92,526	
	Contract Description:	This is the second amendment to the original contract which provides technical assistance to grantees and assists the Grants Management Unit, Advisory Committee on Problem Gambling and their groups in the development of strategic planning for problem gambling services which includes multiple aspects of a comprehensive services system. This amendment extends the termination date from June 30, 2016 to June 30, 2018 and increases the maximum amount from \$82,000 to \$174,526 due to the continued need for these services.				
	Term of Contract:	07/01/2014 - 06/30/2018	Contract # 15814			
19.	402	DEPARTMENT OF HEALTH AND HUMAN SERVICES - AGING AND DISABILITY SERVICES - DESERT REGIONAL CENTER	SOUTHWEST AIR CONDITIONING SERVICE, INC.	GENERAL 48.3% FEDERAL 51.7%	\$37,000	
	Contract Description:	This is the first amendment to the original contract which provides inspection and repair service for facility air conditioning systems. This amendment extends the termination date from June 30, 2016 to June 29, 2018 and increases the maximum amount from \$37,000 to \$74,000 due to the continued need for these services.				
	Term of Contract:	07/01/2014 - 06/29/2018	Contract # 15687			
20.	406	DEPARTMENT OF HEALTH AND HUMAN SERVICES - PUBLIC AND BEHAVIORAL HEALTH - COMMUNITY HEALTH SERVICES	HUMBOLDT COUNTY	OTHER: COUNTY PARTICIPATION	\$78,855	
	Contract Description:	This is a new revenue interlocal agreement that continues ongoing services to promote individual and family health in the county utilizing the state's community health nurses. Services will include testing, screening and treatment of tuberculosis and sexually transmitted diseases as necessary.				
	Term of Contract:	07/01/2016 - 06/30/2017	Contract # 17598			

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
21.	409	DEPARTMENT OF HEALTH AND HUMAN SERVICES - CHILD AND FAMILY SERVICES - SOUTHERN NEVADA CHILD & ADOLESCENT SERVICES	GREENSCAPES OF NEVADA, LLC	GENERAL 23% OTHER: RENTAL INCOME 39% FEDERAL 38%	\$231,147	
	Contract Description:	This is the third amendment to the original contract which provides grounds maintenance and landscaping services for six interior courtyards at Desert Willow Treatment Center. This amendment extends the termination date from August 31, 2016 to August 31, 2020 and increases the maximum amount from \$231,147 to \$462,294 due to the continued need for these services.				
		Term of Contract:	09/01/2012 - 08/31/2020	Contract # 13625		
22.	440	DEPARTMENT OF CORRECTIONS - LOVELOCK CORRECTIONAL CENTER	S.P.& B. UTILITIES SERVICES, INC.	GENERAL	\$25,765	
	Contract Description:	This is the second amendment to the original contract which provides monitoring and management of water and waste water distribution systems at correctional facilities statewide in accordance with operational standards and guidelines mandated by the Nevada Division of Environmental Protection. This amendment increases the maximum amount from \$600,638 to \$626,403 due to an increase in services at Lovelock Correctional Center to remove bio solids from the sewage treatment pond and to perform the required associated tests.				
		Term of Contract:	07/01/2013 - 06/30/2017	Contract # 14306		
23.	440	DEPARTMENT OF CORRECTIONS - INMATE WELFARE ACCOUNT	WALTON'S, INC., DBA WALTON'S FUNERAL & CREMATIONS CHAPEL OF THE VALLEY	OTHER: INMATE WELFARE ACCOUNT	\$84,000	
	Contract Description:	This is a new contract that continues ongoing offender cremation services for correctional facilities located in the northern region of the State.				
		Term of Contract:	07/01/2016 - 06/30/2020	Contract # 17571		
24.	580	PUBLIC UTILITIES COMMISSION	SOLIX, INC.	OTHER: FEES FOR SERVICES ARE PAID DIRECTLY FROM THE NEVADA UNIVERSAL SERVICE FUND.	\$236,301	
	Contract Description:	This is a new contract to provide ongoing fiscal agent services to administer the Nevada Universal Service Fund (NUSF) and perform administrative duties required by NAC 704.6804 through NAC 704.68056. The fiscal agent is responsible for collecting revenue from telecommunications service providers at a rate set by the Public Utilities Commission, and depositing these revenues in the NUSF as well as disbursing funds from the NUSF to certain eligible telecommunications providers.				
		Term of Contract:	07/01/2016 - 06/30/2020	Contract # 17618		
25.	702	DEPARTMENT OF WILDLIFE - GAME MANAGEMENT	WILDLIFE CONSERVATION SOCIETY	FEE: PREDATOR FEE 25% FEDERAL 75%	\$95,000	
	Contract Description:	This is a new contract to provide research on mountain lion and black bear foraging ecology in Nevada, including the capture of mountain lions and deploying GPS collars to determine kill site locations.				
		Term of Contract:	Upon Approval - 12/31/2016	Contract # 17568		
26.	702	DEPARTMENT OF WILDLIFE - FISHERIES MANAGEMENT	INVASIVE SPECIES ACTION NETWORK	FEE: AIS DECAL 40% FEDERAL 60%	\$96,083	
	Contract Description:	This is a new contract to develop a statewide Aquatic Invasive Species (AIS) management plan. The plan will describe monitoring, detection and prevention efforts to stop the introduction and spread of AIS.				
		Term of Contract:	Upon Approval - 09/01/2017	Contract # 17622		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
27.	704	DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES - STATE PARKS	TAHOE REGIONAL PLANNING AGENCY	OTHER: REVENUE	\$323,960	
		Contract Description: This is a new revenue interlocal agreement to provide support to the Lake Tahoe boat inspection program. Term of Contract: Upon Approval - 05/06/2020 Contract # 17646				
28.	705	DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES - WATER RESOURCES - USGS CO-OP-Non-Exec	U.S. GEOLOGICAL SURVEY	OTHER: \$320,000 PASS-THROUGH, \$180,000 US GEOLOGICAL SURVEY	\$500,000	
		Contract Description: This is a new contract to characterize hydraulic connectivity and bulk hydraulic properties of carbonate-rock and basin-fill aquifers in the vicinity of and down gradient from the Long Canyon Mine Project in Goshute Valley, Nevada. Term of Contract: Upon Approval - 09/30/2018 Contract # 17614				
29.	709	DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES - ENVIRONMENTAL PROTECTION - WATER QUALITY PLANNING	RHITHRON ASSOCIATES, INC.	FEDERAL	\$50,850	
		Contract Description: This is a new contract to provide for the identification and enumeration of small river bottom animals and algae samples to assess the ecological integrity of Nevada's rivers and streams. Term of Contract: 07/01/2016 - 06/30/2019 Contract # 17546				
30.	750	DEPARTMENT OF BUSINESS AND INDUSTRY - TAXICAB AUTHORITY	TAXI RESEARCH PARTNERS, LLC	FEE: AGENCY FEES	\$107,423	
		Contract Description: This is a new contract to provide independent industry-wide analysis which is consistent, reliable and defensible. This will also establish models for agency staff to use in future years to ensure valid annual analysis of medallion allocations and rates required by NRS 706.8824(6). Term of Contract: Upon Approval - 05/31/2017 Contract # 17600				
31.	810	DEPARTMENT OF MOTOR VEHICLES - MOTOR CARRIER	XEROX STATE AND LOCAL SOLUTIONS, INC.	HIGHWAY	\$221,053	Sole Source
		Contract Description: This is the sixth amendment to the original contract which provides the standardized services and systems support for facilitating commercial vehicle licensing and tax administration. This amendment extends the termination date from June 30, 2016 to June 30, 2017 and increases the maximum amount from \$1,553,034.60 to \$1,774,088.04 to utilizing the second of five single year renewal options. Term of Contract: 10/13/2009 - 06/30/2017 Contract # 10603				
32.	902	DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION - EMPLOYMENT SECURITY	BANK OF AMERICA	OTHER: NO COST TO AGENCY; CLAIMANT UNEMPLOYMENT INSURANCE TRUST FUNDS	\$0	
		Contract Description: This is a new contract to provide electronic distribution of benefits through debit cards. Contractor fees will be paid by program participants. Estimated total cost of the contract is \$6,000,000. Term of Contract: Upon Approval - 12/31/2020 Contract # 17648				

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
33.	950	PUBLIC EMPLOYEES BENEFITS PROGRAM	HOMETOWN HEALTH PLAN, INC.	OTHER: STATE SUBSIDY 73% PREMIUM REVENUE 27%	\$43,000,000	
	Contract Description:	This is the fourth amendment to the original contract which provides a health maintenance organization to participants in northern Nevada. This amendment extends the contract from June 30, 2016 to June 30, 2017 and increases the maximum amount from \$359,200,000 to \$402,200,000 due to a continued need for these services.				
	Term of Contract:	07/01/2011 - 06/30/2017	Contract # 11994			
34.	960	SILVER STATE HEALTH INSURANCE EXCHANGE - ADMINISTRATION	PENNA POWERS	FEE: 60% FEDERAL 40%	\$3,000,000	
	Contract Description:	This is the second amendment to the original contract which provides outreach and education efforts about health care to the uninsured. This amendment extends the termination date from May 31, 2017 to May 31, 2018 and increases the maximum amount from \$4,000,000 to \$7,000,000 due to the continued need for these services.				
	Term of Contract:	05/13/2015 - 05/31/2018	Contract # 16507			

# MASTER SERVICE AGREEMENT

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
MSA	MSA	VARIOUS STATE AGENCIES	CENTURYLINK	OTHER: VARIOUS	\$15,000,000	
1.	Contract Description:	This is a new contract that continues ongoing telecommunication services including voice and data transport systems for state agencies in northern Nevada.				
	Term of Contract:	Upon Approval - 10/31/2019	Contract # 17619			

# INFORMATION CONTRACTS

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
1.	030	ATTORNEY GENERAL'S OFFICE - ADMINISTRATIVE ACCOUNT	BTMC, LLC, DBA BRAINTRUST	OTHER: MILITARY LEGAL ASSISTANCE DONATIONS	\$24,999	
	Contract Description:	This is a new contract to provide advertising services. This contract includes graphic design, brand and logo development, digital media and limited printing services in order to reach military personnel, active and retired, living in Nevada to inform them of legal services that are available to them at no charge.				
	Term of Contract:	04/07/2016 - 06/30/2016	Contract # 17664			
2.	030	ATTORNEY GENERAL'S OFFICE - ADMINISTRATIVE ACCOUNT	ROBERT L. AYERS, JR.	GENERAL	\$10,000	
	Contract Description:	This is a new contract to provide expert witness for the criminal case of State of Nevada v. Ramos.				
	Term of Contract:	04/07/2016 - 06/30/2016	Contract # 17642			
3.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - BUILDINGS AND GROUNDS	CANYON ELECTRIC COMPANY, INC.	FEE: BUILDINGS & GROUNDS BUILDING RENT INCOME FEES	\$45,000	
	Contract Description:	This is a new contract that continues ongoing electrical services, on an as needed basis, for state-owned buildings in the Las Vegas area.				
	Term of Contract:	06/01/2016 - 05/31/2020	Contract # 17499			
4.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - BUILDINGS AND GROUNDS	ENTERPRISE JANITORIAL, INC.	FEE: BUILDINGS AND GROUNDS BUILDING RENTAL FEES	\$49,544	
	Contract Description:	This is a new contract that continues ongoing janitorial services for the Nevada State Library and Archives facility located at 100 Stewart Street in Carson City.				
	Term of Contract:	02/06/2016 - 09/01/2016	Contract # 17612			
5.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - BUILDINGS AND GROUNDS	PURCELL KROB ELECTRICAL PROF, DBA PK ELECTRICAL, INC.	OTHER: AGENCY FUNDED CIP	\$22,000	Professional Service
	Contract Description:	This is a new contract to provide professional architectural/engineering services for the audio visual upgrades for the Old Assembly Room at the State Capitol Building: CIP Project No. 16-A041; SPWD Contract No. 11006.				
	Term of Contract:	03/23/2016 - 06/30/2020	Contract # 17603			
6.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - BUILDINGS AND GROUNDS	TRUJILLO, DANIEL F., DBA TRU COVERAGE PAINTING	FEE: BUILDINGS AND GROUNDS RENTAL INCOME FEES	\$14,469	
	Contract Description:	This is a new contract to provide painting services for the Capitol Building Assembly Room.				
	Term of Contract:	04/10/2016 - 06/30/2016	Contract # 17635			
7.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - BUILDING OFFICIAL ADMINISTRATION - NON-EXEC	INTERWEST CONSULTING GROUP, INC.	OTHER: MISCELLANEOUS PROGRAM FEES	\$40,000	Professional Service
	Contract Description:	This is a new contract to provide building inspection services for the University of Nevada, Las Vegas Park Student Housing project: CIP Project No. 15-S09/16-B053; SPWD Contract No. 110111.				
	Term of Contract:	03/31/2016 - 06/30/2020	Contract # 17611			

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
8.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - DEPARTMENT OF ADMINISTRATION CIP PROJECTS - NON-EXEC	CURTAIN WALL DESIGN & CONSULTING, INC.	BONDS 79% OTHER: TRANSFER FROM CAPITAL PROJECTS FUND 21%	\$25,000	Professional Service
	Contract Description:	This is a new contract to provide professional architectural/engineering services for the roof replacement project at the Caliente Youth Center: CIP Project No. 15-S01-1; SPWD Contract No. 110148.				
		Term of Contract:	04/08/2016 - 06/30/2019	Contract # 17669		
9.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - DEPARTMENT OF ADMINISTRATION CIP PROJECTS-NON-EXEC	CURTAIN WALL DESIGN & CONSULTING, INC.	BONDS 79% OTHER: TRANSFER FROM CAPITAL PROJECTS FUND. 21%	\$14,000	Professional Service
	Contract Description:	This is a new contract to provide professional architectural/engineering services for the roof consulting services at the Wildlife Headquarters project in Las Vegas: CIP Project No. 15-S01-8; CIP Contract No. 110141.				
		Term of Contract:	04/08/2016 - 06/30/2019	Contract # 17670		
10.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - DEPARTMENT OF ADMINISTRATION CIP PROJECTS-NON-EXEC	HYYTINEN, ROGER, DBA HYYTINEN ENGINEERING, LLC	GENERAL	\$10,000	Professional Service
	Contract Description:	This is a new contract to provide professional architectural/engineering services for advanced planning services associated with the development of the 2017 Capital Improvement Plan: CIP Project No. 15-S04C; SPWD Contract No. 110085.				
		Term of Contract:	03/21/2016 - 06/30/2019	Contract # 17581		
11.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - 2013 DEPARTMENT OF ADMINISTRATION CIP PROJECTS-NON-EXEC	CORE CONSTRUCTION SERVICES OF NEVADA, INC.	HIGHWAY	\$17,970	Professional Service
	Contract Description:	This is a new contract to provide professional owner-construction manager at risk pre-construction services for building upgrades to the Flamingo Department of Motor Vehicles facility in Las Vegas: CIP Project No. 15-M29; SPWD Contract No. 110228.				
		Term of Contract:	04/14/2016 - 06/30/2019	Contract # 17691		
12.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS - STATEWIDE CIP PROJECTS-NON-EXEC	DUBE GROUP ARCHITECTURE	GENERAL 56% BONDS 44%	\$10,900	Professional Service
	Contract Description:	This is the second amendment to the original contract, which provides professional architectural/engineering services for exterior finishes for the Governor's Mansion Complex: CIP Project No. 13-M52; SPWD Contract No. 82223. This amendment increases the maximum amount from \$61,726 to \$72,626 to redesign the mansion exterior ramps and stairways to meet the Americans with Disabilities Act requirements and design a new snow melt system.				
		Term of Contract:	10/08/2013 - 06/30/2017	Contract # 14904		
13.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS All Budget Accounts	HYYTINEN, ROGER, DBA HYYTINEN ENGINEERING, LLC	OTHER: AGENCY FUNDED CIP	\$11,800	Professional Service
	Contract Description:	This is a new contract to provide professional architectural/engineering services for the Nevada Army National Guard Army Aviation Stead Facility Hangar Fall Protection Systems: CIP Project No. 16-A020; SPWD Contract No. 110078.				
		Term of Contract:	03/21/2016 - 06/30/2020	Contract # 17583		



BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
14.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS DIVISION All Budget Accounts	LUMOS & ASSOCIATES, INC.	OTHER: AGENCY FUNDED CIP	\$24,790	Professional Service
	Contract Description:	This is the first amendment to the original contract which provides construction materials testing and inspection services for the Army Aviation Stead Facility Apron Replacement project for the Nevada Army National Guard: CIP Project No. 15-A011, SPWD Contract No. 109247. This amendment increases the maximum amount from \$149,800 to \$174,590 to provide material testing services for the concrete and paving elements of the project.				
	Term of Contract:	06/09/2015 - 06/30/2019	Contract # 16678			
15.	082	DEPARTMENT OF ADMINISTRATION - PUBLIC WORKS DIVISION All Budget Accounts	PURCELL KROB ELECTRICAL PROFESSIONALS, DBA PK ELECTRICAL, INC.	OTHER: AGENCY FUNDS	\$1,600	Professional Service
	Contract Description:	This is the first amendment to the original contract, which provides professional architectural/engineering services for the Army Aviation Stead Facility Apron Lighting project: CIP No. 14-A014-3; SPWD Contract No. 109779. This amendment increases the maximum amount from \$8,400 to \$10,000 for additional design services to complete the fiber terminations.				
	Term of Contract:	11/20/2015 - 06/30/2018	Contract # 17268			
16.	180	DEPARTMENT OF ADMINISTRATION - ENTERPRISE INFORMATION TECHNOLOGY SERVICES - COMPUTER FACILITY	MENTOR SERVICES CORPORATION	FEE: FACILITY FEES	\$25,000	
	Contract Description:	This is the third amendment to the original contract which provides Introduction to Removable Media Manager and Hardware Management Console Operation training in Carson City. This amendment extends the termination date from March 31, 2016 to June 30, 2016 and increases the maximum amount from \$57,000 to \$82,000 due to continued need for training.				
	Term of Contract:	11/06/2013 - 06/30/2016	Contract # 14896			
17.	180	DEPARTMENT OF ADMINISTRATION - ENTERPRISE INFORMATION TECHNOLOGY SERVICES - NETWORK TRANSPORT SERVICES	USDOT - FEDERAL AVIATION ADMINISTRATION	OTHER: REVENUE	\$30,000	
	Contract Description:	This is a new revenue contract to provide rack space at Spruce Mountain in Elko County.				
	Term of Contract:	06/01/2016 - 06/30/2025	Contract # 17578			
18.	240	DEPARTMENT OF VETERANS SERVICES - VETERANS HOME ACCOUNT	G BRENT DENNIS, INC.	OTHER: PRIVATE/COUNTY 35% FEDERAL 65%	\$24,000	Professional Service
	Contract Description:	This is a new contract that continues ongoing psychologist services including training, assisting in coordinating treatment and consulting staff on the psychological challenges of these residents.				
	Term of Contract:	04/15/2016 - 05/31/2018	Contract # 17427			
19.	240	DEPARTMENT OF VETERANS SERVICES - VETERANS HOME ACCOUNT	PINNACLE CONSULTING GROUP	OTHER: PRIVATE/COUNTY 35% FEDERAL 65%	\$6,000	
	Contract Description:	This is the first amendment to the original contract which provides new monthly customer satisfaction surveys. This amendment extends the termination date from May 31, 2016 to June 30, 2018 and increases the maximum amount from \$6,000 to \$12,000 due to the continued need of these services.				
	Term of Contract:	06/09/2015 - 06/30/2018	Contract # 16786			

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
20.	402	DEPARTMENT OF HEALTH AND HUMAN SERVICES - AGING AND DISABILITY SERVICES - DESERT REGIONAL CENTER	CUSTOM HOMES BY CHATEAU, LLC	GENERAL 48.3% FEDERAL 51.7%	\$21,797	
	Contract Description:	This is a new contract to replace and reinforce four shower surrounds in one existing residential building at the Desert Regional Center campus.				
		Term of Contract:	04/06/2016 - 04/02/2018	Contract # 17573		
21.	403	DEPARTMENT OF HEALTH AND HUMAN SERVICES - HEALTH CARE FINANCING AND POLICY - ADMINISTRATION	BUREAU OF HEALTH CARE QUALITY AND COMPLIANCE	FEDERAL	\$11,025	
	Contract Description:	This is the first amendment to the original interlocal agreement which provides federal Title XIX funds to reimburse the Board of Nursing for regulating nursing assistants employed in nursing facilities and home health agencies in the state. This amendment increases the maximum amount from \$441,000 to \$452,025 due to a negotiated 5% increase for these services.				
		Term of Contract:	07/01/2013 - 06/30/2017	Contract # 15667		
22.	409	DEPARTMENT OF HEALTH AND HUMAN SERVICES - CHILD AND FAMILY SERVICES - JUVENILE CORRECTIONAL FACILITY	ARAMARK UNIFORM & CAREER APPAREL, LLC	GENERAL	\$40,000	Exempt
	Contract Description:	This is a new contract to provide weekly scheduled deliveries of cleaned, repaired and finished rented floor mats.				
		Term of Contract:	04/15/2016 - 01/31/2020	Contract # 17470		
23.	409	DEPARTMENT OF HEALTH AND HUMAN SERVICES - CHILD AND FAMILY SERVICES - NORTHERN NEVADA CHILD AND ADOLESCENT SERVICES	HEIRLOOM HOMES & CONSTRUCTION	GENERAL	\$24,990	
	Contract Description:	This is a new contract to provide an upgrade to existing cabinetry in the family learning homes, as identified in the Public Works Board Facility Condition Analysis.				
		Term of Contract:	01/01/2016 - 06/30/2016	Contract # 17586		
24.	440	DEPARTMENT OF CORRECTIONS - DIRECTOR'S OFFICE	PARC SPECIALTY CONTRACTORS	GENERAL	\$13,675	
	Contract Description:	This is a new contract to provide for the removal of flooring containing asbestos located at the Northern Nevada Correctional Center.				
		Term of Contract:	04/11/2016 - 06/30/2016	Contract # 17564		
25.	440	DEPARTMENT OF CORRECTIONS - LOVELOCK CORRECTIONAL CENTER	AMERICAN CHILLER SERVICE, INC.	GENERAL	\$41,029	
	Contract Description:	This is a new contract that continues ongoing preventative maintenance inspections on the chillers at Lovelock Correctional Center.				
		Term of Contract:	07/01/2016 - 06/30/2020	Contract # 17663		
26.	550	DEPARTMENT OF AGRICULTURE - NUTRITION EDUCATION PROGRAMS	URBAN ROOTS GARDEN CLASSROOM	FEDERAL	\$14,845	
	Contract Description:	This is a new contract to provide classroom lessons introducing students of all ages to healthy food choices, inspire a love of learning and help gardeners use sustainable practices for Northern Nevada.				
		Term of Contract:	04/07/2016 - 09/30/2018	Contract # 17608		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
27.	652	DEPARTMENT OF PUBLIC SAFETY - PAROLE AND PROBATION	EDGE CO, INC., DBA AVP ADVANCED VEHICLE PRODUCTS	GENERAL	\$31,140	
	Contract Description:	This is a new contract to provide installation of two-way radios, security gate remote activators and prisoner partitions in up to 60 State Fleet Services vehicles.				
		Term of Contract:	04/08/2016 - 06/30/2017	Contract # 17506		
28.	655	DEPARTMENT OF PUBLIC SAFETY - GENERAL SERVICES	DELUNG INTERNATIONAL, LLC	GENERAL 8% HIGHWAY 92%	\$15,000	Sole Source
	Contract Description:	This is the second amendment to the original contract which provides "Executive Leadership in Law Enforcement" training. This amendment increases the maximum amount from \$29,100 to \$44,100 to provide training for dispatch management staff.				
		Term of Contract:	09/21/2015 - 06/30/2016	Contract # 17033		
29.	702	DEPARTMENT OF WILDLIFE - OPERATIONS	ALARMCO, INC.	FEE: LICENSE FEES	\$11,760	
	Contract Description:	This is a new contract for burglar and fire alarm maintenance at the Las Vegas, Henderson and Laughlin offices.				
		Term of Contract:	07/01/2016 - 06/30/2020	Contract # 17604		
30.	702	DEPARTMENT OF WILDLIFE - OPERATIONS	JOY BENNETT, CUSTOM CLEAN	FEE: BOATS AND APPLICATION FEES 25%; OTHER: INDIRECT COST 75%	\$14,400	
	Contract Description:	This is the first amendment to the original contract to provide janitorial services for the Ely office. This amendment extends the termination date from July 1, 2016 to June 30, 2018 and increases the budget authority from \$14,400 to \$28,800 due to the continued need of these services.				
		Term of Contract:	07/09/2014 - 06/30/2018	Contract # 15850		
31.	702	DEPARTMENT OF WILDLIFE - OPERATIONS	VILU JANITORIAL	FEE: SPORTSMEN	\$21,456	
	Contract Description:	This is the first amendment to the original contract to provide janitorial services for the Elko office. This amendment extends the termination date from July 1, 2016 to June 30, 2018 and increases the budget authority from \$21,456 to \$42,912 due to the continued need of these services.				
		Term of Contract:	07/17/2014 - 06/30/2018	Contract # 15904		
32.	702	DEPARTMENT OF WILDLIFE - GAME MANAGEMENT	CANYONS WEST GUIDE SERVICE, LLC.	FEE: PREDATOR FEES	\$25,000	
	Contract Description:	This is a new contract to provide mountain lion removal, a collection of biological samples and a recording of all hunt routes in the Snowstorm Mountains.				
		Term of Contract:	03/30/2016 - 06/30/2016	Contract # 17574		
33.	702	DEPARTMENT OF WILDLIFE - HABITAT	U.S. FISH AND WILDLIFE SERVICE	FEE: SPORTSMEN 30% FEDERAL 70%	\$40,000	
	Contract Description:	This is a new interlocal agreement that provides research to track changes in Columbia Spotted Frog populations within the Great Basin distinct population segment.				
		Term of Contract:	04/08/2016 - 03/31/2019	Contract # 17624		
34.	706	DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES - FORESTRY - ADMINISTRATION	RUBY MOUNTAIN HVAC AND REFRIGERATION	GENERAL	\$15,975	
	Contract Description:	This is a new contract to provide heating, ventilation and air conditioning repair services at the Elko Interagency Dispatch Center.				
		Term of Contract:	04/12/2016 - 05/31/2016	Contract # 17644		

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
35.	707	DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES - STATE LANDS REVOLVING ACCOUNT-Non-Exec	FACILITIES MANAGEMENT, INC.	OTHER: DIVISION OF STATE LANDS REVOLVING FUND	\$3,190	
	Contract Description:	This is a new contract to remove a domestic water intake line located on the bed of Lake Tahoe, lakeward of 422 Gonowabie Road, Crystal Bay. The agency has attempted to work with the owner of the trespassing structure over a period of 4 years with no results. As such, the agency pursued a court judgment to remove the structure.				
	Term of Contract:	04/14/2016 - 07/05/2016	Contract # 17678			
36.	709	DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES - ENVIRONMENTAL PROTECTION - WATER QUALITY PLANNING	WATERSHED ASSESSMENT ASSOCIATES, LLC	FEDERAL	\$43,500	
	Contract Description:	This is a new contract to provide for the identification and characterization of benthic macroinvertebrate (aquatic insects) and periphyton (algae) samples to assess the ecological health of Nevada's rivers and streams.				
	Term of Contract:	07/01/2016 - 06/30/2019	Contract # 17547			
37.	901	DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION - BLIND BUSINESS ENTERPRISE PROGRAM	TAYLORED FLEET SOLUTION	OTHER: BUSINESS ENTERPRISE SET-ASIDE	\$14,000	
	Contract Description:	This is a new contract to provide maintenance and repair services on golf cars/utility carts utilized by operators of the Business Enterprise of Nevada (BEN). Regular service is necessary for the continued safe operation of existing and future cars/carts within the BEN program.				
	Term of Contract:	04/07/2016 - 03/31/2018	Contract # 17405			
38.	902	DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION - EMPLOYMENT SECURITY	WORKFORCE CONNECTIONS	FEDERAL	\$11,480	
	Contract Description:	This is the third amendment to the original interlocal agreement which provides employment and training services to Adults in southern Nevada as required by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Code of Federal Regulations Part 652 et al). This amendment revises attachment AAA's budget detail by introducing attachment AAAA and increasing the maximum amount from \$7,363,530 to \$7,375,010 due to Department of Labor's decision to revert back to the original WIOA fund allocations.				
	Term of Contract:	07/01/2015 - 06/30/2017	Contract # 16785			
39.	902	DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION - EMPLOYMENT SECURITY	WORKFORCE CONNECTIONS	FEDERAL	\$10,557	
	Contract Description:	This is the third amendment to the original interlocal agreement which provides employment and training services to Dislocated Workers in southern Nevada as required by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Code of Federal Regulations Part 652 et al). This amendment revises attachment AAA's budget detail by introducing attachment AAAA and increasing the maximum amount from \$4,437,868 to \$4,448,425 due to Department of Labor's decision to revert back to the original WIOA fund allocations.				
	Term of Contract:	07/01/2015 - 06/30/2017	Contract # 16789			

BOE #	DEPT #	STATE AGENCY	CONTRACTOR	FUNDING SOURCE	AMOUNT	EXCEPTIONS FOR SOLICITATIONS AND/OR EMPLOYEES
40.	902	DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION - EMPLOYMENT SECURITY - SPECIAL FUND	GEN TECH OF NEVADA, INC.	OTHER: ESD SPECIAL FUND	\$16,632	
	Contract Description:	This is the second amendment to the original contract which provides annual scheduled maintenance, load testing and biweekly operational inspection for the KATOLKITE 1500 kilowatt diesel generator which is located at 2800 E. St. Louis Avenue, Las Vegas. This amendment increases the maximum amount from \$33,368.08 to \$49,999.99 and extends the termination date from May 31, 2016 to May 31, 2018 due to the continued need for these services.				
	Term of Contract:	06/01/2014 - 05/31/2018	Contract # 15608			

# DETAILED AGENDA

May 10, 2016

## 1. PUBLIC COMMENTS

### \*2. FOR POSSIBLE ACTION – APPROVAL OF THE APRIL 12, 2016 BOARD OF EXAMINERS’ MEETING MINUTES

**Clerk’s Recommendation:** I recommend approval.

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

### \*3. FOR POSSIBLE ACTION – APPROVAL FOR STATE VEHICLE PURCHASES

Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer or employee of the state without prior written consent of the state Board of Examiners.

AGENCY NAME	# OF VEHICLES	NOT TO EXCEED
Colorado River Commission	1	\$45,578
Department of Conservation and Natural Resources – Environmental Protection	1	\$27,195
Department of Conservation and Natural Resources – Forestry	12	\$2,904,265
Department of Conservation and Natural Resources – State Parks	11	\$302,058
<b>Total</b>	<b>25</b>	<b>\$3,279,096</b>

**Clerk’s Recommendation:** I recommend approval.

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

### \*4. FOR POSSIBLE ACTION – AUTHORIZATION TO CONTRACT WITH A CURRENT AND/OR FORMER EMPLOYEE

#### A. Department of Health and Human Services – Public and Behavioral Health

Pursuant to NRS 333.705, subsection 1, the Department of Health and Human Services, Division of Public and Behavioral Health requests authority to contract with Gregory Brown, a current Psychiatrist at the University of Nevada School of Medicine to provide independent medical examiner competence to stand trial evaluations for individuals at the Southern Nevada Adult Mental Health Services inpatient forensic unit on an as needed basis.

**Clerk’s Recommendation:** I recommend approval.

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**B. Department of Health and Human Services – Public and Behavioral Health**

Pursuant to NRS 333.705, subsection 1, the Department of Health and Human Services, Division of Public and Behavioral Health requests authority to contract with Dr. Michelle G. Paul, a current Director and Associate Professor in Residence, Department of Psychology at the University of Nevada, Las Vegas to provide competency evaluations and neuropsychological evaluations to determine competency status for individuals at the Southern Nevada Adult Mental Health Services forensic unit on an as needed basis.

**Clerk’s Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**C. Department of Employment, Training and Rehabilitation**

Pursuant to NRS 333.705, subsection 1, the Department of Employment, Training and Rehabilitation requests authority to continue contracting with Northern Nevada International Center through July 7, 2018 who uses the services of Joy Orlich and Manual Mederos and are currently Nevada System of Higher Education employees. These employees answer phones, schedule interpreting services and process billings.

**Clerk’s Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**\*5. FOR POSSIBLE ACTION – AUTHORIZATION TO CONTRACT WITH A CURRENT AND/OR FORMER EMPLOYEE**

**A. Department of Transportation**

Pursuant to NRS 333.705, subsection 4, the department seeks a favorable recommendation regarding the Agency’s determination to use the emergency provision to contract with Mr. Ed Wilson, a former Program Officer III, from April 4, 2016 to June 3, 2016 to complete a manual of former duties and train employees on NDOT customer service, Logo Sign, Sponsor-a-Highway and Adopt-a-Highway programs.

**Clerk’s Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**\*6. FOR POSSIBLE ACTION – AUTHORIZATION TO APPROVE A PROVIDER AGREEMENT**

**A. DEPARTMENT HEALTH AND HUMAN SERVICES – DIVISION OF WELFARE AND SUPPORTIVE SERVICES**

The Division of Welfare and Supportive Services is requesting Board of Examiners’ approval of the following provider agreement forms to enable them to enter into an agreement with providers for:

1. Energy Assistance Program Intake Sites for Independent Contractors
2. Energy Assistance Program Intake Sites for Interlocal Agreements

**Clerk's Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**\*7. FOR POSSIBLE ACTION – APPROVAL TO PAY A CASH SETTLEMENT**

Pursuant to Article 5, Section 21 of the Nevada Constitution, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.

**A. Department of Transportation (NDOT) – Administration - \$3,000**

The department requests settlement approval in the total amount of \$3,000 to fully resolve an eminent domain action to acquire a 155 square foot temporary easement for a period of two years, owned by Dawn Chavez, located at 4081 Snowshoe Lane, Reno, Nevada for the widening and reconstruction of South McCarran between Longley Lane and Greg Street. NDOT previously deposited \$2,000 with the Court for a right of occupancy. NDOT now requests an additional \$3,000 to resolve the action. Approval of the additional amount of \$3,000 would bring the total to \$5,000.

**Clerk's Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**B. Department of Transportation (NDOT) – Administration - \$250,000**

The department requests settlement approval in the total amount of \$250,000 to fully resolve an eminent domain action to acquire the property located at 1234-1414 Western Avenue in Las Vegas for Project NEON. NDOT previously deposited \$2,877,000 with the Court for a right of occupancy. NDOT now requests an additional \$250,000 to resolve the action. Approval of the additional amount of \$250,000 would bring the total to \$3,127,000.

**Clerk's Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**\*8. FOR POSSIBLE ACTION – REQUEST FOR TRAVEL POLICY CHANGES**

**A. Department of Wildlife**

Pursuant to NRS 281.160, the department is requesting Board of Examiners' approval of their updated travel reimbursement policy which includes travel reimbursement rates that are less than US General Services Administration (GSA) rates.

**Clerk's Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**



**\*9. FOR POSSIBLE ACTION – REQUEST TO WRITE OFF BAD DEBT**

**A. Department of Business and Industry – Industrial Relations - \$1,145,067.48**

Pursuant to NRS 232, as amended by AB 14 of the 2015 Legislature, the Advisory Council to the Division of Industrial Relations requests that the Board of Examiners designate the following debts as bad debts as they have been determined to be uncollectible by the Office of the State Controller.

**Clerk’s Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**\*10. FOR POSSIBLE ACTION – LEASES ([Attached as Exhibit 1](#))**

Three statewide leases were submitted to the Board for review and approval.

**Clerk’s Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**\*11. FOR POSSIBLE ACTION – CONTRACTS ([Attached as Exhibit 2](#))**

Thirty Four independent contracts were submitted to the Board for review and approval.

**Clerk’s Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**\*12. FOR POSSIBLE ACTION – MASTER SERVICE AGREEMENT ([Attached as Exhibit 3](#))**

One master service agreement was submitted to the Board for review and approval.

**Clerk’s Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

**13. CONTRACTS APPROVED BY THE CLERK OF THE BOARD ([Attached as Exhibit 4](#)) - INFORMATION ITEM**

Pursuant to NRS 333.700, subsection 7 (a), the Clerk of the Board may approve all contract transactions for amounts less than \$50,000. Per direction from the August 13, 2013 meeting of the Board of Examiners, the Board wished to receive an informational item listing all approvals applicable to the new threshold (\$10,000 – \$49,999). Attached is a list of all applicable approvals for contracts and amendments approved from March 22, 2016 through April 19, 2016.

Fourty independent contracts were submitted to the Board for review.

**Comments:**

## **14. INFORMATION ITEM**

### **A. Department of Motor Vehicles – Complete Street Program**

Pursuant to NRS 482.480, Subsection 11, the Department of Motor Vehicles shall certify to the State Board of Examiners the amount of the voluntary contributions collected for each county by the department and its agents, and that the money has been distributed as provided in statute. This report is for the period beginning July 1, 2015 and ending March 31, 2015.

**Comments:**

### **B. Complete Street Program Uses**

Per the Governor's request during the November BOE meeting, a letter was sent to Clark and Washoe counties and Carson City Consolidated Municipality requesting a report on how the Complete Streets Program funds are being utilized. This report is for all funds received through March 2015.

**Comments:**

## **15. BOARD MEMBERS' COMMENTS/PUBLIC COMMENTS**

**Comments:**

## **\*16. FOR POSSIBLE ACTION – ADJOURNMENT**

**Clerk's Recommendation: I recommend approval.**

**Motion By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**Comments:**

# MINUTES

## MEETING OF THE BOARD OF EXAMINERS

April 12, 2016

The Board of Examiners met on April 12, 2016, in The 2<sup>nd</sup> Floor Chambers at the Laxalt Building, 401 N. Carson St., Carson City, Nevada, at 10:00 a.m. Present were:

### **MEMBERS:**

Governor Brian Sandoval  
Secretary of State Barbara Cegavske  
Attorney General Adam Paul Laxalt  
James R. Wells, Clerk

### **OTHERS PRESENT:**

Cody Phinney, Department of Health and Human Services, Public and Behavioral Health  
Dennis Gallagher, Attorney General's Office  
Reid Kaiser, Department of Transportation  
Terri Albertson, Department of Motor Vehicles  
Mindi Martini, Department of Education  
Steve Canavero, Department of Education  
Jim Barbee, Department of Agriculture  
Donnell Barton, Department of Agriculture  
Jim Wright, Department of Public Safety  
Julie Butler, Department of Public Safety, General Services  
Greg Lovato, Department of Conservation and Natural Resources, Environmental Protection  
Izzy Hernandez, Department of Motor Vehicles  
Damon Haycock, Public Employees Benefits Program

A copy of the sign-in sheets of all of the attendees is available upon request:  
[budget@finance.nv.gov](mailto:budget@finance.nv.gov)

# 1. PUBLIC COMMENTS

**Comments:**

**Governor:** All right, we'll commence with agenda item number 1, public comment. Is any member of the public here in Carson City that would like to provide comment to the Board? Is there anyone present in Las Vegas that would like to provide public comment to the Board?

**Las Vegas:** None Governor.

**Governor:** All right, thank you very much.

# \*2. FOR POSSIBLE ACTION – APPROVAL OF THE MARCH 8, 2016 BOARD OF EXAMINERS’ MEETING MINUTES

**Clerk’s Recommendation:** I recommend approval.

**Motion By:** Secretary of State                      **Seconded By:** Attorney General                      **Vote:** 3-0

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**Comments:**

**Governor:** Agenda item number 2 is approval of the March 8, 2016 BOE Meeting Minutes. Have the Members had an opportunity to view the minutes and are there any changes?

**Secretary of State:** No changes., Move for approval.

**Attorney General:** I second.

**Governor:** The Secretary of State has moved for approval of the minutes. The Attorney General has seconded the motion. Any questions or discussion? Hearing none, all in favor say aye. [ayes around] That motion passes unanimously, 3-0.

# \*3. FOR POSSIBLE ACTION – APPROVAL FOR STATE VEHICLE PURCHASES

Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer or employee of the state without prior written consent of the state Board of Examiners.

AGENCY NAME	# OF VEHICLES	NOT TO EXCEED
Department of Administration – Fleet Services	1	\$28,280
Department of Administration – Public Works – Buildings and Grounds	1	\$5,115
Department of Conservation and Natural Resources – Environmental Protection	1	\$35,110
Department of Corrections	1	\$27,970
Department of Public Safety – Parole and Probation	2	\$4,950
<b>Total</b>	<b>6</b>	<b>\$101,425</b>

**Clerk’s Recommendation:** I recommend approval.

**Motion By:** Secretary of State                      **Seconded By:** Attorney General                      **Vote:** 3-0

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**Comments:**

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**Governor:** We'll move on to agenda item number 3, approval for State Vehicle Purchases. Good morning, Mr. Wells.

**Clerk:** Good morning Governor, Members of the Board. This item requests six vehicles. The first item is a request from Fleet Services to replace a vehicle that was totaled in an accident. The second item is a request from Buildings and Grounds to replace an existing pick-up whose repairs exceed the value of the vehicle with a surplus pick-up from the Nevada Highway Patrol. This vehicle was included in their legislatively approved budget. The third item is a request from the Division of Environmental Protection to replace an existing sedan with a pick-up truck which will be used for the Abandoned Mines Program. The fourth item is a request from the Department of Corrections to replace a vehicle totaled in an accident. There was a replacement sedan in their budget along with the insurance proceeds are upgrading this vehicle to a sport utility vehicle. The fifth request is from the Division of Parole and Probation to purchase two used vehicles from Fleet Management to replace older existing vehicles with very high mileage. These vehicles also were in the legislatively approved budget.

**Governor:** Thank you Mr. Wells. I have no questions. Board Members? The Chair will accept a motion for approval.

**Secretary of State:** So moved.

**Attorney General:** Second.

**Governor:** The Secretary of State has moved for approval for State Vehicle Purchases as described in agenda item number 3. The Attorney General has seconded the motion. Any questions or discussion on the motion? Hearing none, all in favor, please say aye. [ayes around] That motion passes 3-0.

**\*4. FOR POSSIBLE ACTION – AUTHORIZATION TO CONTRACT WITH A CURRENT AND/OR FORMER EMPLOYEE**

**A. Department of Administration – Purchasing**

Pursuant to NRS 333.705, subsection 1, the division requests authority to contract with Tara Hayes, a former Correctional Officer, to provide uniformed security guard services through AlliedBarton Security Services.

**B. Department of Health and Human Services – Aging and Disability Services**

Pursuant to NRS 333.705, subsection 1, the division requests authority to contract with Erin Gardner who is currently employed with the Department of Public Safety, Highway Patrol.

**C. Department of Transportation**

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with Mr. James Ceragioli who has contracted with the prime consulting firm, CA Group. CA Group has been selected through the Request For Proposal (RFP) process to produce plans, specifications and estimates to construct numerous American Disabilities Act (ADA) improvements statewide and would like to utilize Mr. Ceragioli on these projects.

## D. Department of Transportation

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with retired NHP Major J. Pat Gallagher. Major Gallagher will be employed by Parsons's Transportation Group, Inc. supporting the Facilitation Services for Nevada Traffic Incident Management Coalitions contract.

**Clerk's Recommendation: I recommend approval.**

**Motion By: Secretary of State**

**Seconded By: Attorney General**

**Vote: 3-0**

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### **Comments:**

**Governor:** We will move on to agenda item number 4, authorization to contract with a current and/or former employee. Mr. Wells.

**Clerk:** Thank you Governor. Agenda item number 4 includes four requests to contract with current and/or former employees pursuant to NRS 333.705, subsection 1. The first request is from State Purchasing, who contracts with AlliedBarton Security Services through a master services agreement, to provide uniformed security guard services to various state agencies. This request is for AlliedBarton to use a former employee who left the state service last year to perform these services and AlliedBarton also uses these employees on other contracted jobs with non-State of Nevada employers.

The second request is from the Department of Health and Human Services, Division of Aging and Disability Services to contract with a current Department of Public Safety, Highway Patrol employee as an autism treatment assistance program care manager. The employee will complete her Bachelor's degree in May of 2016 in Social Work and leave state service should this item be approved. Aging and Disability Services only contract with care managers, they do not hire them as state employees.

The third and fourth requests are from the Department of Transportation to allow contracted vendors to use former employees on projects that were awarded to those vendors. One employee retired in 2014 and has worked for the vendor since just after he retired. The second will retire to go to work for the contracted vendor. Neither of these former employees had any influence or authority over the contracts that they are being paid from.

**Governor:** Thank you Mr. Wells. These are all straightforward for me. Any questions from Board Members? If there are none, the Chair will accept a motion for approval for authorization to contract with a current and/or former employee as described in agenda item number 4.

**Secretary of State:** So moved.

**Attorney General:** Second.

**Governor:** Secretary of State has moved for approval. The Attorney General has seconded the motion. Any questions or discussion on the motion? Hearing none, all in favor, please say aye. [ayes around] That motion passes 3-0.

**\*5. FOR POSSIBLE ACTION – AUTHORIZATION TO CONTRACT WITH A CURRENT AND/OR FORMER EMPLOYEE**

**A. Department of Health and Human Services – Public and Behavioral Health**

Pursuant to NRS 333.705, subsection 4, the division seeks a favorable recommendation regarding the division’s determination to use the emergency provision to contract with a current Psychiatrist at the University of Nevada School of Medicine from December 23, 2015 through April 22, 2016 to provide independent medical examiner competence to stand trial evaluations for individuals at the Southern Nevada Adult Mental Health Services inpatient forensic unit on an as needed basis.

**B. Department of Health and Human Services – Public and Behavioral Health**

Pursuant to NRS 333.705, subsection 4, the division seeks a favorable recommendation regarding the division’s determination to use the emergency provision to contract with a current Director and Associate Professor in Residence, Department of Psychology at the University of Nevada, Las Vegas from February 11, 2016 through May 31, 2016 to provide competency evaluations and neuropsychological evaluations to determine competency status for individuals at the Southern Nevada Adult Mental Health Services forensic unit on an as needed basis.

**Clerk’s Recommendation: I recommend approval.**

**Motion By: Secretary of State                      Seconded By: Attorney General                      Vote: 3-0**

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**Comments:**

**Governor:** We will move on to agenda item number 5, authorization to contract with a current and/or former employee. Mr. Wells.

**Clerk:** Thank you Governor. Pursuant to subsection 4 of NRS 333.705, an agency may contract with a former employee without first obtaining Board of Examiners approval if the term of the contract is for less than four months and the head of the using agency determines that an emergency exists. If the using agency contracts with an individual pursuant to this exemption, they must submit a copy of the contract and a description of the emergency to the Board of Examiners who shall review the contract and the description of the emergency and notify the agency whether they would’ve approved the contract had it not been entered into under the emergency provisions.

This item has two requests from the Department of Health and Human Services (DHHS), Division of Public and Behavioral Health, seeking a favorable recommendation from the Board on their use of the emergency provisions to contract with current employees. The first request is to contract with a current Psychiatrist at the University of Nevada, School of Medicine from December 23, 2015 through April 22, 2016. The second is to contract with a current Director and Associate Professor in Residence at the UNLV Psychology Department from February 11, 2016 through May 31, 2016. Both contractors will provide independent competency and neuropsychological evaluations to determine competency status for individuals at the Southern Nevada Adult Mental Health Services Forensic Unit, on an as needed basis in order to comply with the consent decree issued by the Court. Representatives from the department are available to answer any questions.

**Governor:** Do we have a representative from DHHS? And good morning, we have obviously your written presentation, but I'd like for you to just make a verbal record. This is really important. I want you to at least establish a record with regard to the emergency.

**Cody Phinney:** Thank you Governor. I appreciate the opportunity. Yes, this is very important.

**Governor:** Please identify yourself for the record.

**Cody Phinney:** I apologize. Cody Phinney, Administrator for the Division of Public and Behavioral Health, for the record. Yes, this is very important. We continue to maintain compliance with our consent decree related to providing timely services to people all over Nevada needing competency evaluation and treatment. There are, as you're aware, a limited number of psychiatrists in the state who are able to provide this particular service, some of whom do work for the University. This collaboration between us and the University, allowing us to use this staff is critical to our ability to maintain the timely services and get those individuals back to the criminal justice system in an appropriate timeframe. It is very important that we be able to work with these psychiatrists as we continue to build a workforce in southern Nevada that can provide this service.

**Governor:** And speaking of that, so these are retroactive. Will we continue to employ these two individuals?

**Cody Phinney:** We would very much like to be able to continue to work with these two individuals and we will continue to seek the appropriate approvals to do that.

**Governor:** Can you bring something forward so we can get it done for a year so you don't have to keep coming back?

**Cody Phinney:** We absolutely will, thank you.

**Governor:** Okay, good. Cody, I want to thank you publicly for your hard work in what you're doing. I had the opportunity, as you know, to visit Stein Hospital. I was incredibly impressed with what's happening there, so please pass that on to the staff there.

**Cody Phinney:** I will sir, thank you very much. We sincerely appreciate all of this Committee's and your support in making sure we were able to do this.

**Governor:** Thank you. Any other questions from Board Members? Anything further Mr. Wells? Okay. If there are no further questions, the Chair will accept a motion for approval of the authorization to contract with a current and/or former employee as described in agenda item number 5.

**Secretary of State:** Move for approval.

**Attorney General:** Second.

**Governor:** Secretary of State has moved for approval of agenda item number 5. The Attorney General has seconded the motion. Any questions or discussion? Hearing none, all in favor please say aye. [ayes around] That motion passes 3-0.



**\*6. FOR POSSIBLE ACTION – APPROVAL TO PAY A CASH SETTLEMENT**

Pursuant to Article 5, Section 21 of the Nevada Constitution, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.

**A. Department of Transportation – Administration - \$190,794**

The department requests settlement approval in the total amount of \$190,794 to fully resolve an eminent domain action to acquire two parcels of real property owned by Lisa Su, located on Silver Avenue in Las Vegas for Project Neon. NDOT previously deposited \$309,206 with the Court for a right of occupancy. NDOT now requests an additional \$190,794 to resolve the action. Approval of the additional amount of \$190,794 would bring the total to \$500,000.

**Clerk’s Recommendation: I recommend approval.**

**Motion By: Secretary of State                      Seconded By: Attorney General                      Vote: 3-0**

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**Comments:**

**Governor:** We will move to agenda item number 6, approval to pay a cash settlement, Mr. Wells.

**Clerk:** Thank you Governor. Agenda item 6 is a request for approval of a cash settlement from the Department of Transportation in the amount of \$190,794 to fully resolve an eminent domain action to acquire two parcels of property in Las Vegas for Project NEON. When combined with the previously deposited amount of \$309,206, the total amount of \$500,000 will resolve the eminent domain action. It will also provide the Department with a marketable vacant remnant lot which could be sold to recoup part of the acquisition costs. Mr. Gallagher and Assistant Director Reid Kaiser are available if you have any questions.

**Governor:** Good morning gentlemen. Dennis or Reid, I’m not sure which one of you, but just, if you’d lay a record as to the basis for the settlement and what the potential exposure to the state could have been.

**Dennis Gallagher:** For the record, Dennis Gallagher, Office of the Attorney General. This is a settlement of an eminent domain lawsuit that was filed in relation to Project NEON late last year. It involves a single family residence and an adjoining vacant parcel. As your materials will disclose, the parcel with the home on it was appraised at a little over \$300,000. The vacant lot was appraised for a little over \$190,000. In Las Vegas, Special Counsel Joe Vidala is here and I’d like to acknowledge his work on this settlement. It’s very favorable financially to the state, its taxpayers, while recognizing the needs and desire of the property owner to lose the home but now gets rid of the vacant lot. And, as the materials also indicate, by purchasing the vacant lot, when the project is over, the State, NDOT, will be able to put together a very desirable parcel to sell at surplus, which will recoup perhaps all of the money that we’re asking for to settle the matter today.

**Governor:** Thank you. One more question, although it’s financially favorable, it is fair to the property owner, correct?

**Dennis Gallagher:** Absolutely Governor. It saves both parties the expense and time associated with litigation.

**Governor:** What do you estimate those costs and fees would have been?

**Dennis Gallagher:** From the State's perspective, the costs and fees with expert witnesses, it would've been tried by the staff at the Attorney General's Office, but with expert fees it would've easily cost close to \$100,000.

**Governor:** Thank you. Any further questions from Board Members? Mr. Kaiser, anything you want to add?

**Reid Kaiser:** No Governor, thanks.

**Governor:** You came all the way up, I wanted to give you a chance to say something. All right. If there are no further questions, the Chair will accept a motion to approve the cash settlement in the sum of \$190,794 as presented in agenda item number 6.

**Secretary of State:** So moved.

**Attorney General:** Second.

**Governor:** Secretary of State has moved for approval. The Attorney General has seconded the motion. Any questions or discussion? Hearing none, all in favor, please say aye. [ayes around] That motion passes 3-0, thank you gentlemen.

**\*7. FOR POSSIBLE ACTION – REQUEST FOR GENERAL FUND ALLOCATION FROM THE INTERIM FINANCE COMMITTEE CONTINGENCY ACCOUNT**

**A. Department of Motor Vehicles – Field Services - \$38,317**

Pursuant to NRS 353.268, the department requests an allocation of \$38,317 from the Interim Finance Contingency Account to fund the Voter Registration category to implement new forms to bring the agency into compliance with the National Voter Registration Act. **\*This request is contingent upon Interim Finance Committee's approval of a pending action item.**

**Clerk's Recommendation: I recommend approval.**

**Motion By: Attorney General                      Seconded By: Secretary of State                      Vote: 3-0**

**Comments:**

**Governor:** Agenda item number 7 is a request for general fund allocation from the Interim Finance Committee (IFC) Contingency Account for Department of Motor Vehicles. Mr. Wells.

**Clerk:** Thank you Governor. Pursuant to NRS 353.268, the Department of Motor Vehicles is requesting an allocation of \$38,317 from the Interim Finance Committee General Fund Contingency Account to print new three-part forms in response to complaints received regarding the state's compliance with the National Voter Registration Act. This request is subject to the approval by the Interim Finance Committee on Thursday. Director Albertson and Deputy Director McKinney are available to answer any questions.

**Governor:** If you can come forward Madam Director.

**Terri Albertson:** Good morning Governor and Members of the Board.

**Governor:** Good morning.

**Terri Albertson:** So, before you today is a contingency request for form revisions that will allow us to have a single source form that will serve the purposes of both voter registration and driver's license applications. Historically the department has received general fund appropriation for the Motor Voter Registration forms. So, at this point in time, the parties are still in negotiations, we have not come to an agreement on the forms. This estimate that we are providing was based on a triplicate form, so there is a possibility that we won't go with the triplicate form but we would like to have the funding available to us because we know that a form revision is going to be necessary.

**Governor:** I asked you to come forward because this is really important in terms of complying with federal law and also protecting the state from potential exposure. I don't know if you have any comments in that regard.

**Terri Albertson:** Well, at this point Governor, the parties are still in negotiations with the ACLU and they will hopefully come to an agreement on an implementation plan. The department has proposed a three-phased approach for compliance, with all of the requirements of the Motor Vehicle Registration Act (MVRA) that we hope to have accomplished no later than January 2017. Again, we're still waiting for the parties to agree to that implementation.

**Governor:** On the same token, this is something that's been going on for a very long time, correct?

**Terri Albertson:** Since 1993.

**Governor:** Okay, we need to close the book on it. I appreciate your efforts in being here today. Questions from any of the other Board Members on this agenda item? All right, thank you very much. If there are none, the Chair will accept a motion for approval of a request for General Fund Allocation from the IFC Contingency Account by the Department of Motor Vehicles, Field Services in the sum of \$38, 317.

**Attorney General:** So moved.

**Governor:** The Attorney General has moved for approval. Is there a second?

**Secretary of State:** I'll second with a comment when you have—

**Governor:** All right. Secretary of State has seconded the motion. Any questions or discussion on the motion, Madam Secretary?

**Secretary of State:** Just a discussion. I just want it on the record that it is still in negotiations and if this money isn't needed it can revert back, correct?

**Governor:** Mr. Wells?

**Clerk:** That would be correct. If this money is not used for the forms, then it would revert to the General Fund.

**Secretary of State:** Thank you.

**Governor:** Any further questions or discussion? All in favor, please say aye. [ayes around] That motion passes 3-0.

**\*8. FOR POSSIBLE ACTION – LEASES ([Attached as Exhibit 1](#))**

**Clerk's Recommendation:** I recommend approval.

**Motion By:** Secretary of State                      **Seconded By:** Attorney General                      **Vote:** 3-0

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**Comments:**

**Governor:** We'll move to agenda item number 8, leases. Mr. Wells.

**Clerk:** Thank you Governor. There are three leases in Exhibit 1 for approval by the Board this morning. No additional information has been requested by any of the three members on the three leases.

**Governor:** Any questions Board Members? I have none. If there are no questions, the Chair will accept a motion to approve the leases presented in agenda item number 8.

**Secretary of State:** So moved.

**Attorney General:** Second.

**Governor:** Secretary of State has moved for approval. The Attorney General has seconded the motion. Any questions or discussion on the motion? Hearing none, all in favor, please say aye. [ayes around] That motion passes 3-0.

**\*9. FOR POSSIBLE ACTION – CONTRACTS ([Attached as Exhibit 2](#))**

**Clerk's Recommendation:** I recommend approval.

Approval of Contracts: 1-14, 16-19, 21-41

**Motion By:** Secretary of State                      **Seconded By:** Attorney General                      **Vote:** 3-0

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Approval of Contracts: 15

**Motion By:** Attorney General                      **Seconded By:** Secretary of State                      **Vote:** 2-0

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Approval of Contracts: 20

**Motion By:** Attorney General                      **Seconded By:** Governor                      **Vote:** 2-0

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**Comments:**

**Governor:** We'll move to agenda item number 9, contracts. Mr. Wells.

**Clerk:** Thank you Governor. There are 41 contracts listed in Exhibit 2 for approval by the Board this morning. Members have requested additional information on the following: Number 7, between the Department of Education and Opportunity 180. Number 8, between the Department of Education and ACS Ventures, LLC. Number 9, also between the Department of Education and ACS Ventures, LLC. Contract number 20, between the Department of Agriculture and the National Food Group, and associated with this is contract number 33 in the information items between the Department of Agriculture and Silver Big Horn Company.

Contract number 24 between the Department of Public Safety, Criminal History Repository and DataWorks Plus. Contract number 31 between the Department of Conservation and Natural Resources, Environmental Protection Division and Broadbent and Associates, Inc. Contract number 32 between the Environmental Protection Division and McGinley and Associates. Contract number 35 between the Department of Motor Vehicles and Tech Mahindra Ltd. Contract number 40 between the Public Employees Benefits Program and Express Scripts, Inc. And, contracts 31, 32 and 39 are subject to approval of work programs by the Interim Finance Committee on Thursday.

**Governor:** Thank you Mr. Wells. I'm going to ask that contract 15 be held out and I'm going to recuse myself from contract 15. It is a contract between Health and Human Services and the Children's Cabinet. First lady is employed by the Children's Cabinet. This is not a new contract. It's an amendment and an extension. Neither she nor I independently benefit as a result of this contract, but in an abundance of caution, I will recuse myself from the vote. Thank you. Let's commence with contracts 7, 8 and 9. Good morning Dr. Canavero.

**Steve Canavero:** Good morning.

**Mindy Martini:** Good morning. For the record, I'm Mindy Martini, I'm the Deputy Superintendent for Finance at the Department of Education. The first contract is under number 7 for the Charter Harbor Master. As you'll recall through the 2015 sessions, general funds of \$5 million in each fiscal year of the biennium was approved to match private funds and this would be used to recruit the best in class charter schools management organizations in the state. These would be specifically for students who are in high poverty situations and have been in continuously low performing schools. For this program, we have selected Opportunity 180 as the contractor and today I'm here with Superintendent Canavero and Lauren Hulse and we're happy to answer whatever questions you may have.

**Governor:** Dr. Canavero, I don't know if you have a presentation, but I'm really curious how it's going and what the prospects are.

**Steve Canavero:** Certainly Governor. Steve Canavero, Superintendent of Public Instruction, Nevada Department of Education. Madam Secretary, General Laxalt. Things are going well. Obviously, I'm very close to it so I can pick out any number of issues or challenges that we face on a day-by-day basis or our school system faces. In general, things are going incredibly well. I think the contracts before you today, three of them sort of are very interesting in that they provide a window into your initiative and your leadership and the legislative budget—the legislature when they passed your budget around making investments, ensuring that there's accountability for those investments. Obviously the contract I'm referring to there is the contract with ACS in order to do the external evaluations of those seven programs.

Then of course, the notion of reform, also is part of your vision and legislative package. What Mindy just provided, I mean, Deputy Superintendent Martini just provided was the contract just really be a critical partner for the state in turning around the lowest performing schools and recruiting or finding, incubating, best in class charter operators as well as expanding the pipeline of leaders and teachers for these. We know, as you obviously know in your school visits, I'm sure you're aware of the various challenges that are created by the teacher vacancies. Unfortunately the disproportionate spread of those vacancies is some of our most needy schools. So, the Harbor Master provides a critical partner to the state and to the achievement school district, that's a new office within the Nevada Department of Education, in order to execute on that promise.

**Governor:** Then with regard to this Harbor Master, are you seeing some interest from those best in class charter organizations?

**Steve Canavero:** Steve Canavero. Governor, we are, indeed. In the past, in my former role and just in working with education, we've been on the radar screen, so to speak, and we've had to respond to a number of feasibility requests from entities that you might be aware of that are national best in class charter operators to achieve amazing results with students who are in poverty or otherwise underserved. I think now those conversations have progressed into a much deeper engagement. I've been asked to meet with and in any number of occasions with a variety of these entities, both internal and external. Some folks are from within the state who are interested in doing this work, but then also entities from across the country who are very interested in doing this work or are otherwise attracted to Memphis, Tennessee or the Achievement District in Tennessee or Detroit or in New Orleans. Nevada is, again, featured prominently on their list of states that they're interested in.

**Governor:** That's good news. I understand we have a superintendent in residence now for the Achievement School District.

**Steve Canavero:** That is correct sir. Steve Canavero. A national search, and I think consistent with many of the recruitments that we've done, that your work and the work of the legislature certainly raised the interest that Nevada now has highly skilled folks from the around the country. Even internally, from school districts, folks are interested, often times taking a salary cut. We were fortunate enough in this case to recruit Janet Wilcox and we'll be issuing a press release later today.

**Governor:** Sorry, I didn't mean to—

**Steve Canavero:** No, that's fine sir. I've done an internal announcement and later today, we'll announce more formally that we did select Janet for this role. She brings an incredible amount of experience. Not just in the technical aspects of school improvement but also in really deep community engagement which is key to your vision and to the Achievement School District Bill.

**Governor:** Thank you. Moving on to contract number 8 with regard to educator licensure. Talk a little bit more about that. Ms. Martini.

**Mindy Martini:** Thank you Governor. Again, I'm Mindy Martini. This was also through the 2015 legislative session. We received one time funding of \$60,000 in the current fiscal year for a comprehensive study of our licensure laws. The goal of the study is to obtain recommendations on how to better align our laws and make them more cohesive, make them up to date. Reciprocity will be taken a strong look at. Provide all the recommendations by September. It's a short timeframe, but we should have the recommendations which will give us time to prepare for the 2017 session in case any changes need to be made. Today I have also Jason Detrick in Las Vegas. He heads the Teacher Licensure Program if there are specific questions about the study.

**Governor:** Thank you. That's important too. These are all important. Leading into the 2017 legislative session, we want to make sure everything is up to date. I'm looking forward to the results of this contract. Finally, let's talk a little bit more about this accountability. As you know, we did a lot this legislative session in terms of Zoom, Victory, Read by 3, Under Performing School, the Turnarounds, Social Worker Grants and then Nevada Ready 21. It's

really important in terms of rolling into this next session for each and every one of these to show they're performing and that we're approving outcomes for students. Now, I've seen it for myself. It's good have—that this is happening. I want to emphasize that it's important to have a professional third-party come in and do an independent review of these programs. Dr. Canavero.

**Steve Canavero:** Steve Canavero. Governor, this is a wonderful opportunity for the state and quite frankly for me as the Superintendent. I'm charged obviously with creating a path on the weighted funding formula and it's critical to know what's working and what's not working for those investments that are made and the accountability tied to those assessments in measuring outcomes for pupils. The seven programs that you listed will be evaluated externally. We have a June and a December timeline. Again, very short in time, but at the same time, we knew that June was a critical time for us to create and make recommendations to you and to the legislature with regard to the transition on the funding formula. We know an evaluation will help in that case. Then in December, to help finalize that conversation and give us outcome measures for many of these programs as well. We're keenly interested in supporting this work. We're also very interested in and I think thoughtfully wrote into the RFP and the contract that we would receive a design, a longitudinal evaluation design. Then, we can continue or we can propose to the legislature to provide additional funding to continue with a third-party evaluator. Either way, we'll still be able to utilize this initial investment to help set the stage for a multi-year longitudinal review for outcomes based upon these investments.

**Governor:** Will the results of the study get as granular? Because not every school is the same. Not every school has spent money the same way in the Zoom and the Read by 3 and the Victory. Some have hired additional teachers. Some have bought programming. Some have bought books. Some have bought teaching coaches. They've all used it in different ways. Will we know, not just school by school, but in the type of investment what's effective and what is not?

**Steve Canavero:** Steve Canavero. I believe that is where we're going with this. Absolutely. There will be, of course, some nuances. We had a testing challenge last year and I'm happy to report to you today that everything, knock on wood, appears to be going very smooth. We have over 100,000 assessments and 120,000 some odd taken already. There will be a challenge with regard to continuity of the data used to measure outcomes. The good news, I think in the Zoom Program being the most mature of the investments that have been made, entering into its second biennium, there is sort of a general agreement on what we call the various treatments or the investments and what they serve. Whether it's pre-K or whether it's reading centers or whether it's summer inner-session and that we have and the districts have been continuously using a similar or the same instrument in order to unify that data set to then contribute to an evaluation to demonstrate growth. I just wanted to make sure, there would be some nuances, but that is the intent of this evaluation, is to understand what's working, how much it costs, so I'm informed and I can be able to make recommendations to the state.

**Governor:** Thank you. I think it will be fascinating, because that's what we wanted was for there to be different methods. Every school is different. Every school has different needs. I'll look forward to that. You said some of those results will be here as early as a month from now?

**Steve Canavero:** Steve Canavero. We have some internal results, of course. We do our own internal. On the Zoom or if you're interested in understanding some of those results, I'm happy to supply those. We do quarterly updates, every quarter on our work. In June, it will likely be a status report on implementation for the majority of those that we just stood up. So, kind of fidelity of implementation. Are people doing what they said they would do? But, I believe on Zoom, it will likely be a bit more advanced, again, because we have multi-years of data there for

Zoom. Then, December we imagine that we would have a much more sophisticated report and that contains a design for a longitudinal evaluation as well.

**Governor:** Thank you. I have no further questions on these three contracts, Board Members? All right. Thank you very much. Very helpful. We'll move to contract number 20 which is the Department of Agriculture. Good morning, Director Barbee.

**Jim Barbee:** Good morning. For the record, Jim Barbee, Director of the Department of Agriculture. I brought with me Donnell Barton who is our Division Administrator for Food and Nutrition. She'll give you a quick overview of both, 20 and then 33 and then any questions you may have for us.

**Donnell Barton:** Good morning. Donnell Barton with Department of Agriculture. On item 20, it's a contract to take commodity food, USDA foods, specifically mixed fruit and to put them in shelf stable packaging for the Clark County School District because they don't always have enough refrigeration at schools, they don't have the ability to package at the central kitchen and place it in the schools so they're asking us to run a contract to have this be shelf stable products which will also increase the life of the products.

**Governor:** Thank you. If you would chat a little bit about contract 33, which is one of the contracts that was approved by the Clerk.

**Donnell Barton:** Yes, that is with Silver Big Horn and it's using our federal meal pattern money. The life on that money ends in September. This contract is to do a survey with parents, teachers and students about the new meal pattern. We've had that in place for about five years. Just to see what's working and what's not working. We can look at it from a state level and we'll also be able to look at it at a district level, share back with the districts so they'd be able to make improvements to their meal patterns and hopefully that will increase participation a little bit.

**Governor:** And, speaking of participation, one of my other motivations for asking you to come forward, Director and Ms. Barton is, how the Breakfast After the Bell Program is going.

**Donnell Barton:** Thank you, Donnell Barton again. Breakfast After the Bell is going very well. We're seeing about a 23% increase in the schools that are participating in Breakfast After the Bell. We have obligated all but about \$30,000 of the funds. We're currently working with the Clark County School District on some of their larger schools that had requested more money but at the time we weren't sure we would have enough. We're working with them to try and spend down that last \$30,000 to help them continue to implement. So, it could be like, at some of the larger high schools where they could use a couple of more kiosks for a second chance breakfast, they would invest in that or they know that they need more money in labor. I think we're around an additional \$3 million that we've brought in for the breakfast program.

**Jim Barbee:** Additionally to that, \$3 million was our original goal through the first year and we're projecting we'll probably be close to \$5 million in additional federal money that's brought in with the investment of that \$1 million to basically get the Breakfast After the Bell started. We feel like that's a real success, we wanted 10% increase and were well beyond that.

**Governor:** Let's talk about this in terms of kids. Can you say how many more kids are having an opportunity to have breakfast now?



**Jim Barbee:** I don't have the exact number. We can get that for you, but again, we were looking for a 10% increase in participation in the program and we're seeing a 23% increase in the program. So, a significant increase in the number of students that are in those qualified schools to participate.

**Governor:** You may not know the answer to this but, there was some resistance by some of the school districts saying this is going to interfere with classroom instruction. At least anecdotally what I'm hearing is that it's been extremely beneficial and it has not interrupted any of that instruction time.

**Jim Barbee:** At my level, I've only heard of one particular school that had some concerns that we followed up with and everything seemed to be fine after that. On the larger side as a whole, it's been received fairly positively. Especially after implementation. I think after they got beyond the unknown and it was implemented, they've seen great success in it, as they've seen by the numbers.

**Governor:** Thank you. Board Members, any questions? Madam Secretary?

**Secretary of State:** Thank you Governor. I'm just curious about the ingredient you're talking about using to preserve foods. As you know that's a concern nationally, so I'm just wondering if you could discuss that a little bit because that was kind of left out of this? What products do you use to preserve foods? Have we tested it? What is it that we're using? What are we giving our kids?

**Donnell Barton:** I will have to find out for you the exact product that they're using. It was my understanding it was the packaging that they're using that makes it shelf stable. They weren't adding anything to it but I will double check.

**Secretary of State:** Okay, thank you.

**Governor:** It could be as simple as wrapping an apple.

**Jim Barbee:** I would follow up with saying, as I understand as well, it's the packaging. So, different types of packaging you can utilize can increase the long term shelf life in products. You've seen that in a lot of our milk products and the way that we've changed in the packaging of it. An example would be when you vacuum seal meat products, we're getting a longer shelf life over those, even with refrigeration in addition to that. I don't believe there's anything that they're adding as a preservative. It's taking one product that's coming in one shelf form and basically repackaging it to get the biggest bang for their buck, as it were, in terms of extending that shelf life.

**Secretary of State:** If I might Governor. It just says in here, in our words, the commodities as ingredients, so I'm thinking of an ingredient and that's where the preservative thought came in. I would appreciate any feedback. Thank you. Thank you Governor.

**Governor:** That's a great question. Thank you very much. Contract 24, between the Department of Public Safety and DataWorks Plus. Good morning Director Wright.

**Jim Wright:** Good morning Governor, good morning Members of the Board. For the record, Jim Wright, Director of Public Safety.

**Governor:** If you'd go through the contract, I'd appreciate it, but the main motivation for me asking you to come forward is how we're doing on that backlog. I know we made substantial progress but we haven't talked for a while.

**Jim Wright:** Yes, thank you. It was perfect timing too, Governor. For the record, Jim Wright. With me today is Julie Butler, our Administrator for our Department's General Services, in which the Criminal History Repository is part of. As you know, that repository is the hub of criminal justice information within the state. During this past couple of years, we've had a tremendous backlog of court dispositions that the staff there has been working on. Again, with me today is Julie Butler, Administrator, who her staff just provided us the most updated report we wanted to share with you today. I'll turn that over to Julie for that sir.

**Julie Butler:** Good morning Governor and Members of the BOE. For the record, Julie Butler, Division Administrator for General Services Division. In terms of the DataWorks contract, since you mentioned wanting to start off with that. This is essentially just a maintenance contract with a couple of additional enhancements. It will move us off Microsoft XP Operating Software for our Store and Forward, which collects our fingerprints and then allows us to meter them coming in, so that we don't all get deluged at once. It's a very critical piece of software for us. It also enhances the software a little bit to allow us, our technicians, to crop the fingerprints, which is an identification tool that is very important to them in identifying people through fingerprints. So, that's essentially the contract itself. If you have any additional questions on that.

**Governor:** No, I don't. That all plays into what we're trying to accomplish in terms of trying to get caught up with regards to the backlog. Will you chat a little bit about that as well Ms. Butler?

**Julie Butler:** Absolutely. I'd be happy to Governor. For the record again, Julie Butler. I passed out a handout to Director Wells, hopefully you've got that in front of you. We started in October 2013 when we were notified by the Las Vegas Municipal Court that there were about 600,000 dispositions that had not been sent to the Criminal History Repository. That's a big concern for us, obviously, because not only for our criminal justice agency users, but also our records are used by employers and licensing agencies and people trying to buy firearms and all kinds of things. So, missing dispositions are a huge problem.

We conducted some internal review and outreach and we discovered at that time that only 29 of the 78 courts were consistently reporting dispositions to us. Through that outreach we actually discovered an additional almost 200,000 dispositions that hadn't been reported. By December of that year, it was nearly 800,000 dispositions that were not reported to us. With your blessing, with the Budget Division's support and our Director's support, we went to IFC in June. Hired additional staff, permanent and temporary, to fill the positions. They work 24/5 on the disposition back fill project.

Moving to the next page, where we are today, we had in grand total received just over 900,000 dispositions and staff have data entered almost 656,000 of those. Our records are 62% complete, meaning that for every arrest, we have dispositions on file for 62% of those records. That compares to 28% completion is where we were in 2012. We've made tremendous strides and we're very proud of the staff for working that hard on this project.

In terms of where we are, all 78 courts are now reporting. A third of them report daily to us by drop printing to a designated printer so that our staff can data enter. We are estimating

completion in FY '17, which is consistent with our original estimates that we gave to the Interim Finance Committee.

In terms of what the future holds, we have a software tool under development, it's currently in user acceptance testing to allow us to hopefully automatically match, rather than having human intervention for some of these dispos—we know they exist out in the court case management systems. We engaged a software development firm to help us build a tool to electronically match on key data elements rather than having human intervention. We're in the software testing phase of that. Hopefully that will help fill even more of our records.

We are also in the process of applying for a federal grant for Federal FY '17, to continue our backfill efforts and we're looking to clean up records from some historical data conversions so that they're kind of pristine going forward in the face of our modernization effort. We want to make sure that when we do modernize our systems, the information that we're bringing in is solid. Staff is going to go back through this next round of federal grants and make sure everything is cleaned up.

We're going to continue our outreach and education efforts that we have with the courts, making sure they continue to report. Our next effort will be to reach out to prosecutors statewide because there is critical information there that we don't necessarily get that we would like to. That's our plan going forward. That's all I have for you today if you have any questions.

**Governor:** Thank you Ms. Butler. Thank you to your team and your leadership. I mean, just think about this, almost a million new dispositions were delivered to you and that's on top of the volume that you have already. As you stated and as Director Wright stated, it is absolutely fundamental to public safety officer safety on the street. When they're running somebody to know that background. With record to employment, gun background checks, all of it. Nobody is pointing any fingers, what's important is that we get caught up and that's exactly what we're doing. Please know that this is a huge priority for me. If you have any need for any more resources—it sounds like you've got what you need to get things done. I know you have a very small team that is literally working 24 hours a day to get these caught up. For them to have processed two-thirds already of these is, as I said, simply remarkable. I wanted to publicly thank you for what you've done and for your staff as well. Director Wright, thank you for making this a priority as well. Questions or comments from any of the other Board Members? All right, thank you again.

**Julie Butler:** Thank you Governor.

**Governor:** Let's move to contracts 31 and 32, Conservation of Natural Resources. Good morning.

**Greg Lovato:** Good morning Governor and Members of the Board. My name is Greg Lovato, I'm Deputy Administrator with the Division of Environmental Protection. I'm here to present and answer questions regarding contracts 31 and 32.

**Governor:** I think it was the Attorney General's Office that asked for these to be held out. If you want to just give a foundation for what these contracts do please.

**Greg Lovato:** Sure, again, Greg Lovato for the record. The impetus for these contract amendments came out of Senate Bill 89, out of the 2015 Legislative Session. It expanded use of Petroleum Fund to encompass petro-chemical and other petroleum contaminated sites. At the

Legislative Session, we had identified 15 sites throughout the state where we believe that contamination in ground water was not under control and the owners or operators and responsible parties for each of those sites did not have the funds or capability to manage and bring these control in order to prevent exposures in either residential neighborhoods or to drinking water wells.

The purpose of this amendment is to enable contract capacity with these two existing contracts so that we can take action when needed. We currently have three active investigations and cleanups going on. One in Reno, one here in Carson City and one down in Las Vegas.

**Governor:** Any questions? All right, thank you very much. Contract 35, DMV.

**Terri Albertson:** Good morning Governor, Terri Albertson for the record, Director of the Department of Motor Vehicles. With me today is Izzy Hernandez, Program Manager for the DMV System Modernization Project, what we commonly refer to as Sys Mod.

**Governor:** What did you call it?

**Terri Albertson:** Sys Mod, System Modernization.

**Governor:** All right.

**Terri Albertson:** We are very excited to be here today for this opportunity to bring the DMV into the future. This contract is specifically for the systems integration piece of that. We hope to partner with Tech Mahindra who will help us build the new DMV, so that we can possibly and hopefully eliminate all of the efforts that are required for us to make changes to our aging system. As you know, the Department for years has struggled with the fact that we have disparate systems to operate our agency and we're looking now for a consolidated platform that will be flexible, agile, customer friendly and also allow us to increase efficiencies by processing transactions across multiple platforms.

**Governor:** You talk about system modernization, I think a few years ago we were talking about, you were still using Cobalt, or one of those programs that you can't even get someone in to fix it. You had some 20 plus year employees that were the only ones that could work on that, is that true?

**Terri Albertson:** True, that's true. Terri Albertson for the record. Governor, that is true. We are using Cobol and Power Builder. As the systems for our current application, which is why it is so difficult for us to make changes. Often times, people say, it's just a check box, but you don't understand the work that has to go on behind the scenes, just to add a check box for us to be able to make those changes. That's why we're so excited about this opportunity for a modernized system.

**Governor:** This is a big number, \$75million. The contractor that won the award is, at least, I don't live in your tech world, but it's not a household name. Does this contractor have the wherewithal and the abilities to perform this contract?

**Terri Albertson:** Terri Albertson for the record. Governor, we did go through the request for proposal process in order to select this vendor. They actually are getting ready to deploy a driver's license application in the State of New Hampshire. Actually, Tech Mahindra has been around, I believe, for 25 or 30 years in the IT world.

**Governor:** Okay, I'm showing my ignorance, but anyway.

**Terri Albertson:** They are, again, looking forward to this opportunity. As we all know, this is a risky project. Any project of technology of this size and magnitude. So, with the efforts that we've applied and the resources that we have, both contract and state personnel, we want to be the model for the rest of the nation for the Nevada DMV to be the DMV of the future.

**Governor:** No, I'm not picking on you but I've lived through the Silver State Exchange. I've lived through the testing issues that we had with the school districts last year which was a big contract. I want to ask these questions now so that we have complete confidence in these technology vendors because this is a massive investment. It's something that literally touches almost every family in Nevada. Anything else that you wanted to provide?

**Terri Albertson:** Thank you Governor. Terri Albertson for the record. We have put some safeguards in place in the contract itself, such as service level agreements, hold backs, that we believe will help incentivize our vendor to meet the deliverables. Again, we're not going into this blindly. We understand the risks that are associated to this and the failures of many other technology projects. We believe we've put some safeguards within the contract itself that will help mitigate some of those risks if you will.

**Governor:** And last, if you could simplify a little bit, exactly what is this going to do? I'm not Brian Sandoval the Governor. I'm Brian Sandoval, DMV Customer who is going to be walking through the door. When these improvements are made, how will my experience be different?

**Izzy Hernandez:** Izzy Hernandez for the record. Thank you for the question. What we're looking at is allowing us to have a system that will give our customers, our constituents, different ways of them doing business with the state or DMV. We'll allow them to have mobile applications. We'll allow them to have additional kiosks, additional web applications. So, therefore, the customers can self-serve themselves with all the information that they need available at their fingertips. In addition, it's also going to help our technicians be able to help the customer in a one-stop-shop. If a customer calls in, we will be able to determine all the communication we have had with a customer, whether it's an email or a call or a letter, so we can help that customer. Instead of you calling in and me as a technician having to transfer you three or four or five times, we will be able to help you as a one-stop-shop. Those are some of the small components that we will be including in our application.

**Governor:** Thank you. Hopefully there should be very limited reasons why you would physically have to come into a DMV to conduct business?

**Izzy Hernandez:** Izzy Hernandez for the record. Again, the answer to that is yes. Obviously, there are going to be some transactions that require you to come in, whether it's federally mandated or by statute, but for the most part, we are looking to be able to help a customer have access to all of our services, including additional services. The answer to that is yes.

**Governor:** And then finally, I'll admit, I'm naïve, but \$75 million or whatever it is, that's a lot of money. Is that really what this costs? I mean, I know the answer to that question, but help me understand why it's \$75 million. We could build a lot of things and do a lot of things with that amount of money.

**Terri Albertson:** Thank you Governor. Terri Albertson for the record. Actually the 2015 Legislature, we provided our Technology Investment Request and the estimate we provided at that time for a five year project of this size and complexity was \$110 million. The contract that you're looking at today is really only for a portion of what we need in order to implement the system modernization efforts. We did through contract negotiations were able to come in slightly under what we had anticipated for the five year project. Also, on a positive note, we are collecting more money in the technology fee than we had anticipated for the current fiscal year. When we looked at providing estimates to the legislature, projects of this size and magnitude in other states, this is what they cost.

**Governor:** And then last you said, this is for the future. This isn't just to get us caught up, this is going to get us ahead of the game so that we're not constantly trying to catch up.

**Terri Albertson:** That's correct, Governor. Terri Albertson for the record.

**Governor:** I have no further questions. Board Members? Good luck. We'll be watching this one very closely.

**Terri Albertson:** Thank you, we'll keep you update.

**Governor:** All right, we'll move to contract 40, with PEBP. Good morning.

**Damon Haycock:** Good morning Governor, Members of the Board. My name is Damon Haycock, Executive Officer of the Public Employees Benefits Program. With me today, I brought Celestena Glover, our Chief Financial Officer. Would you like an overview of the contract or do you have specific questions Governor?

**Governor:** Well, an overview of the contract. This one also jumps off the page because it says \$226 million. It obviously involves all of our state employees. If you could just talk about what it does and how it's going to help the state employees, etc.

**Damon Haycock:** Damon Haycock for the record, thank you Governor. You are correct, this is a \$226,500,000 contract that spans just over five years. It's supposed to expire on June 30, 2021. This contract, with Express Scripts, Inc., provides ongoing pharmacy benefit manager services to all of the participants, that includes state employees, retirees, non-state employees and retirees and their families that are participating in our consumer driven health plan.

A pharmacy benefits manager generally provides a multitude of services: claims adjudication and administration; the ability to share data with other third-party administrators. They also provide online pricing for our participants. Specialty drug pharmacy, those are those high cost, specialty drugs that treat things like Hepatitis. There's also a mail-order pharmacy option where people can order up to three months of their medications. They provide customer service, clinical services, which is really key. They have a team not only of project and account managers but also with clinicians, those pharmacists that assist in doing things like, formulary management as well as also providing us opportunities and monthly reporting for cost savings. There's also rebates which is very key to this type of contract where the state will receive back funds from the manufacturers, based through 100% through our pharmacy benefits manager to PEBP and the State. Finally, we have utilization management and data reporting as well.

One of the key things to note on this contract is that \$225 million isn't necessarily all going directly to this contractor. They're receiving these funds to pay the claims. The actual

administration fees are only going to top just about \$3 million to \$3.5 million over the five year period. With that, we can answer any additional questions.

**Governor:** The question I get asked all the time is, are the drug prices for state employees going to remain stable? Is there any way to answer that one?

**Damon Haycock:** For the record, Damon Haycock. I don't know if I can answer that one truthfully or accurately. My crystal ball is a little foggy, but I will say that drug prices nationally are increasing. As new market entrants come out with new indications or new uses, those drugs of course come with a high cost. Personally, I believe that this is a national issue and it's something that Nevada is forced to deal with as other states have as well. That's why we choose pharmacy benefit manager folks, vendors, especially one like Express Scripts, Inc, which is a national company, because they can leverage economies of scale. They have purchasing power. They're able to pass those discounts and those solid networks that they have all across the nation to our participants.

**Governor:** Thank you, any questions? Madam Secretary.

**Secretary of State:** Thank you Governor. How many new positions does this include? Is it just the contractor, but he has to have employees, correct?

**Damon Haycock:** That is correct. Damon Haycock for the record. Thank you Madam Secretary. As far as new positions, when we contract with a pharmacy benefits manager, they come as a team. We currently contract with Catamaran Optum so that team will be sun-setting on June 30<sup>th</sup> and the new team will be managed by Express Scripts. They don't have a total number of folks, if you're asking, that we're paying for specifically, but they do have an account team dedicated directly to PEBP.

**Secretary of State:** Okay. And then, will the premiums go up for the public employees?

**Damon Haycock:** Thank you for that question Madam Secretary. Again, Damon Haycock for the record. In fact, utilizing these services, we were able to reduce costs over our current vendor by approximately \$4 million a year, which helped us keep rates flat this next year.

**Secretary of State:** Thank you Governor. Thank you.

**Governor:** Any further questions? Thank you. I want to publicly acknowledge you. You're doing a great job Mr. Haycock. And you have a hard job. A really tough job. All of you, and I really appreciate the efforts you make to make sure the state employees have the highest quality access to healthcare at the least price.

**Damon Haycock:** Thank you Governor. I have an excellent team.

**Governor:** Thank you. Board Members, any further questions with regard to contracts 1-41?

**Attorney General:** Governor, did you want to do something with—

**Governor:** Yeah, I'm going to hold that out. Thank you Mr. Attorney General. So, what I'll do is first—

**Secretary of State:** Can I ask one—

**Governor:** Sure, Madam Secretary.

**Secretary of State:** Thank you Governor. I'm just still concerned about 20, until I know about the commodities, as the ingredients, what exactly they're talking about there. I still have some concerns about what program or where we're going because I don't know the answer and I apologize for not seeing that before, to pull it out. So, that's one that I would like to personally just have a no vote right now. That's the only one.

**Governor:** Why don't we first take a motion on contracts 1-14, 16-19 and 21-41.

**Secretary of State:** So moved.

**Attorney General:** Second.

**Governor:** For approval?

**Secretary of State:** I'm sorry, for approval.

**Governor:** All right. Secretary of State has moved for approval. Attorney General has seconded the motion. All in favor, please say aye. [ayes around] That motion passes 3-0. With regard to contract 15, I've already made a record with regard to my disclosure, so I'm going to recuse myself from this vote.

**Attorney General:** Move to approve contract 15.

**Secretary of State:** I second that. All in favor say aye. Aye.

**Attorney General:** Aye.

**Secretary of State:** And one abstention. Thank you.

**Governor:** Thank you Madam Secretary. Thank you Mr. Attorney General. That motion passes 2-0. With me abstaining and then finally contract number 20, is there a motion?

**Attorney General:** I move to approve contract 20.

**Governor:** The Attorney General has moved for approval of contract number 20. I will second the motion. Question or discussion?

**Attorney General:** No.

**Governor:** All in favor say aye. Aye. Opposed?

**Secretary of State:** I'll abstain.

**Governor:** You want to abstain?

**Secretary of State:** Yeah, I'll just abstain from voting until I get the information. I'm not against it, I just am concerned.



**Governor:** Thank you Madam Secretary. So, for the purposes of the record, that motion passes 2-0 with the Secretary of State abstaining from the vote, pending receiving information on that contract.

**\*10. FOR POSSIBLE ACTION – MASTER SERVICE AGREEMENT ([Attached as Exhibit 3](#))**

**Clerk's Recommendation:** I recommend approval.

**Motion By:** Attorney General                      **Seconded By:** Secretary of State                      **Vote:** 3-0

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**Comments:**

**Governor:** Let's move on to agenda item number 10, Master Services Agreements, Mr. Wells.

**Clerk:** Thank you Governor, there are nine Master Service Agreements in Exhibit 3 for approval by the Board this morning. No additional information has been requested by any of the Members.

**Governor:** I have no questions. Board Members? If there are no questions, the Chair will accept a motion for approval.

**Attorney General:** Move to approve.

**Secretary of State:** Second.

**Governor:** The Attorney General has moved for approval. The Secretary of State has seconded the motion. Any questions or discussion? Hearing none, all in favor say aye. [ays around] That motion passes 3-0.

**11. CONTRACTS APPROVED BY THE CLERK OF THE BOARD ([Attached as Exhibit 4](#)) - INFORMATION ITEM**

Pursuant to NRS 333.700, subsection 7 (a), the Clerk of the Board may approve all contract transactions for amounts less than \$50,000. Per direction from the August 13, 2013 meeting of the Board of Examiners, the Board wished to receive an informational item listing all approvals applicable to the new threshold (\$10,000 – \$49,999). Attached is a list of all applicable approvals for contracts and amendments approved from February 16, 2016 through March 21, 2016.

**Comments:**

**Governor:** We'll move to agenda item number 11, contracts approved by the Clerk of the Board, Mr. Wells.

**Clerk:** Thank you Governor. There were 43 contracts under the \$50,000 threshold approved by the Clerk between February 16<sup>th</sup> and March 21<sup>st</sup>. Other than the item 33, which we heard earlier, there were no additional comments by any of the Board Members. This item is informational only.

**Governor:** Thank you Mr. Wells. Any questions on agenda item number 11?

**12. INFORMATION ITEM**

**A. Governor’s Finance Office – Budget Division**

The Governor’s Finance Office, Budget Division presents a reconciled fund balance report for the Tort Claim Fund, Statutory Contingency Account, Stale Claims Account, Emergency Account, Disaster Relief Account, Interim Finance Committee (IFC) Unrestricted Contingency Funds and IFC Restricted Contingency Funds as of March 15, 2016. Below is the available balance for each account.

Tort Claim Fund	\$ 5,528,124.53
Statutory Contingency Account	\$ 2,097,445.89
Stale Claims Account	\$ 2,372,325.70
Emergency Account	\$ 279,841.00
Disaster Relief Account	\$ 6,733,830.45
IFC Unrestricted Contingency Fund General Fund	\$13,674,374.93

**Comments:**

**Governor:** We’ll move to agenda item number 12 which is another information item, Mr. Wells.

**Clerk:** Thank you Governor. This item shows the balances in the various contingency accounts that are managed either by the Board of Examiners or the Interim Finance Committee as of March 15, 2016. Again, this item is informational only to show the balances available as the Board moves and makes determinations on items.

**Governor:** Thank you Mr. Wells. Questions? We have no questions.

**13. BOARD MEMBERS’ COMMENTS/PUBLIC COMMENTS**

**Comments:**

**Governor:** We’ll move to agenda item 13, public comment. Is there any member of the public here in Carson City that would like to provide comment to the Board? Is there anyone present in Las Vegas that would like to provide public comment?

**Las Vegas:** None Governor.

**\*14. FOR POSSIBLE ACTION – ADJOURNMENT**

**Clerk’s Recommendation:** I recommend approval.

**Motion By:** Attorney General                      **Seconded By:** Secretary of State                      **Vote:** 3-0

**Comments:**

**Governor:** Thank you. Is there a motion to adjourn?

**Attorney General:** Move to adjourn.

**Secretary of State:** Second.

**Governor:** We have a motion by the Attorney General, second by the Secretary of State. All in favor please say aye. [ayes around] That motion passes 3-0, this meeting is adjourned. Thank you ladies and gentlemen.

Respectfully submitted,

---

JAMES R. WELLS, CLERK

**APPROVED:**

---

GOVERNOR BRIAN SANDOVAL, CHAIRMAN

---

ATTORNEY GENERAL ADAM PAUL LAXALT

---

SECRETARY OF STATE BARBARA K. CEGAVSKE

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director

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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 5, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Scott J. Ewart, Budget Analyst *SE*  
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**COLORADO RIVER COMMISSION**

Agenda Item Write-up:

Pursuant to NRS 334.010, the Colorado River Commission requests approval to purchase one new vehicle in Fiscal Year 2016 in the amount of \$45,577.25.

Additional Information:

The department seeks approval to purchase one new vehicle that will be used to access high-voltage and distribution sub-stations that provide electrical services for its water pumping and industrial power customers. The vehicle purchase was legislatively approved in the 2015-17 Biennium in the amount of \$33,305 for purchase during FY 2016. The difference in cost is available in the agency reserves. Reserve levels will be adjusted to the necessary operating levels through monthly power billings as the year progresses.

Statutory Authority:

BOE approval required pursuant to NRS 334.010.

REVIEWED: JM  
ACTION ITEM: \_\_\_\_\_

STATE OF NEVADA

BRIAN SANDOVAL, *Governor*  
GEORGE F. OGILVIE III, *Chairman*  
PUOY K. PREMSRIRUT, *Vice Chairwoman*  
JAYNE HARKINS, P.E., *Executive Director*



SAM BATEMAN, *Commissioner*  
KARA J. KELLEY, *Commissioner*  
DUNCAN R. MCCOY, *Commissioner*  
STEVE SISOLAK, *Commissioner*  
CODY T. WINTERTON, *Commissioner*


COLORADO RIVER COMMISSION  
OF NEVADA

MEMORANDUM

RECEIVED

APR 04 2016

GOVERNOR'S FINANCE OFFICE  
BUDGET DIVISION

**TO:** Scott J. Ewart, Budget Analyst 5 

**FROM:** Douglas N. Beatty, Division Chief, Finance and Administration

**DATE:** April 1, 2016

**SUBJECT:** Vehicle Cost Difference

---

The Commission (CRC) owns, operates and maintains a high-voltage transmission and distribution system to provide electrical services for its water pumping and industrial power customers, which include, among others, the Southern Nevada Water Authority (SNWA), the Clark County Water Reclamation District (CCWRD) and the Basic Substation Project. The CRC also is responsible for the operation and maintenance of six additional substations owned by the SNWA and three owned by the CCWRD.

The request for third-row seating on this vehicle is because the Power Facilities Manager, as well as other Staff often transport CRC Commissioners, guests, crew members, engineers, contractors and others to utility facilities, jobsites, inspections, and tours throughout the valley and occasionally further depending on the circumstances.

Safety features and multiple drivers (eight personnel of different heights and build) have resulted in selection of the option package for this vehicle. Upgraded headlamps for improved night vision, power lift gate for expensive, extremely heavy and often awkward maintenance equipment, telescopic steering wheel and power adjustable pedals (multiple drivers), forward collision alert, lane keep assist (defensive driving), upgrade audio system (Bluetooth, voice command, intuitive controls that minimize distractions, USB ports and auxiliary input that support some of our required technical equipment). These options are not listed on the itemized option page for bid 8255. The requested features come as a package.


Note that the quoted cost is \$12,272 more than the Enhancement Decision Unit estimate, based on the dropdown menu. The requested base price per the dropdown menu was \$33,305 and the quoted base price for the exact unit is \$38,526. Thus the base price increase accounts for \$5,221 of the increase. This increase over the budgeted cost reflects vehicle manufacturer increases and is not based on agency options or requirements.

The additional increase of \$7,051 represents the safety option package, the third row seating and fees. These costs were not known at the time of the budget preparation. The difference in cost is available in the reserves of the agency; reserve levels will be adjusted to the necessary operating levels through monthly power billings as the year progresses. At this time reserve levels are adequate and no additional billings will be made as a result of this increase.

DNB/clp

Enclosures

**Board of Examiners Request for Approval to Purchase a  
State Vehicle Pursuant to NRS 334.010**

<b>Agency Name:</b> Colorado River Commission	<b>Budget Account #:</b> 4501
<b>Contact Name:</b> Gail L. Benton	<b>Telephone Number:</b> 702-486-2670
Pursuant to NRS 334.010, agencies must receive prior written consent to purchase State vehicles. This applies to all new and used vehicles. Please provide the following information:	
<b>Number of vehicles requested:</b> <u>1</u>	<b>Amount of the request:</b> <u>\$46,000.00</u>
<b>Is the requested vehicle(s) new or used:</b> <u>New</u>	
<b>Type of vehicle(s) purchasing e.g. compact sedan, intermediate sedan, SUV, pick up, etc.:</b> SUV	
<b>Mission of the requested vehicle(s):</b> <small>This request is to replace a current vehicle. The vehicle replacement is to be used by the Power Facilities Manager who assists in overseeing the Power Delivery Group's (PDG) daily operations. The PDG operates and maintains the CRC high voltage electrical system and distribution system supplying power to local water utilities pumping water in the Las Vegas area.</small>	
<b>Were funds legislatively approved for the request?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please provide the decision unit number:</b> <small>E710, we are unable to find an SUV with a State Purchasing contracted price within the E710 amount.</small> <b>If no, please explain how the vehicles will be funded?</b> <small>Continued from above. Adequate budget exists for the excess cost over the approved decision unit. 100% power sales revenue.</small>
<b>Is the requested vehicle(s) an addition to an existing fleet or replacement vehicle(s):</b>  <input type="checkbox"/> Addition(s) <input checked="" type="checkbox"/> <u>1</u> Replacement(s)	
<b>Does the requested vehicle(s) comply with "Smart Way" or "Smart Way Elite" requirements pursuant to SAM 1308? If not, please explain.</b> No, not a compact or intermediate vehicle classification, vehicle is used for utility operations.	
<b>Please Complete for Replacement Vehicles Only:</b> <small>(For type of vehicle, i.e., compact sedan, intermediate sedan, SUV, pick up, etc.)</small>  <b>Current Vehicle Information:</b> Vehicle #1 Model Year: 2003 Odometer Reading: 130,181 Type of Vehicle: SUV, Chevy Tahoe  <hr/> Vehicle #2 Model Year: Odometer Reading: Type of Vehicle:	<b>Does this request meet the replacement schedule criteria pursuant to SAM 1309? If no, explain why the vehicle is being replaced.</b>  Yes  <hr/> <b>If the replacement vehicle is an upgrade to the existing vehicle, explain the need for the upgrade.</b>  N/A
<i>Please attach an additional sheet if necessary</i>	
<b>APPOINTING AUTHORITY APPROVAL:</b>	
 _____ Agency Appointing Authority	Admin Secs Officer _____ Title
_____ Date	
<b>BOARD OF EXAMINERS' APPROVAL:</b>	
<input type="checkbox"/> Approved for Purchase <input type="checkbox"/> Not Approved for Purchase	
_____ Board of Examiners	_____ Date

### Vehicle Order Information Form

Does this vehicle meet "Smart Way or Smart Way Elite" requirements? If not, agency must fill out Vehicle Order Justification Sheet.

Please print out this page and complete all fields.

<b>Vehicle Item No., Make, Model &amp; No.:</b>	5.3 -SUV: 1/2Ton; 4X4; Lift Gate; 5-6 Passengers Chevrolet Tahoe CK15706		
<b>Dealer Name:</b>	Fairway Chevrolet		
<b>Delivery Location:</b>	555 E Washington Avenue Suite 3100 Las Vegas NV 89101		
<b>Vehicle Colors:</b>	<b>Exterior:</b> Summit White	<b>Interior:</b> Jet Black	<input checked="" type="checkbox"/> Cloth <input type="checkbox"/> Vinyl
	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>BASE PRICE</b> (Reno, Carson City or Las Vegas delivery)	1	\$38,526.00	\$38,526.00
<b>SPECIFY OPTIONS: (description)</b>			\$7,022.00
Option Package Name/Code: LT		\$6,630.00	
Seating, Third Row		\$392.00	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>DELIVERY COST:</b> (If other than Reno\Carson or Las Vegas)		\$	\$
Total purchase price with options			\$45,548.00
DMV Title and DRS Fee's		\$29.25	\$29.25
<b>GRAND TOTAL:</b>			<b>\$45,577.25</b>



<b>Registered Owner:</b>	Agency Name & Address: State of Nevada Colorado River Commission of Nevada 555 E. Washington Avenue, Suite 3100 Las Vegas, NV 89101-1065
<b>Legal Owner:</b>	Agency Name & Address: State of Nevada Colorado River Commission of Nevada 555 E. Washington Avenue, Suite 3100 Las Vegas, NV 89101-1065
<b>County Vehicle Based In:</b>	Clark County
<b>Name &amp; Phone of Person to contact when vehicle is ready for delivery:</b>	Gail Benton 702-486-2670

**STANDARD PAGE/COST MATRIX ~ FLEET Bid 8255**

(Use separate page for each package)

**DEALER NAME\_Fairway Chevro**

<b>Specify State's Vehicle Item Number: 5.3 - SUV; 1/2 Ton; 4X4; Lift Gate; 5-6 Passengers</b>		
<small>(i.e. 1.1 Sedan: Full size; 4 door; 6 passenger)</small>		
<b>Specify MANUFACTURER, MODEL NAME, YEAR &amp; BODY MODEL CODE:</b>	<b>Base Price for RENO/CARSON CITY</b>	<b>Base Price for LAS VEGAS</b>
2016 Chevrolet Tahoe CK15706	\$39,026.00	\$38,526.00
<b>State vehicle miles per gallon (MPG): 16 CITY / 23 HIGHWAY</b>		
<b>State manufactures warranty: 3 YR or 36 K Miles Bumper to Bumper &amp; 5 YR or 100K Powertrain</b>		
<b>Specify engine size and emission rating: 5.3L ECOTEC3 V8 AFM DI VVT Federal Emissions</b>		
<b>Includes Minimum Standard Equipment Listed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions:</b> <small>(Refer to page 6 of bid)</small>		
THIS IS THE 4WD MODEL		
<b>Exterior Color: List available colors:</b> Black, Summit White, Silver Ice Met, Champagne Silver Met, Tungsten Met, Brownstone Met, Slate Grey Met,		
<b>Seats, Cloth: List available colors:</b> Jet Black		
<b>GVW: 7100</b> <small>(When Applicable)</small>	<b>WHEELBASE: 116.0</b> <small>(When Applicable)</small>	

**OPTION PACKAGE PAGE ~ FLEET Bid 8255**

(Use separate page for each package)

**DEALER NAME\_Fairway Chevro**

<b>Specify State's Vehicle Item Number: 5.3a - SUV; 1/2 Ton; 4X2; Lift Gate; 5-6 Passengers</b>	
<small>(i.e. 1.1 Sedan: Full size; 4 door; 6 passenger)</small>	
<b>Option Package Name/Code:</b> LT	<b>\$6,630.00</b>
<b>List Equipment Features Below:</b> Color keyed exterior Package, Upgraded Headlamps, Power Liftgate, Upgraded Audio System, Leather Power Bucket Seats with memory settings, Telescopic Steering Wheel, Power Adjustable Pedals, Forward Collision Alert, Lane Keep Assist	


**ITEMIZED OPTION PAGE ~ FLEET Bid 8255**

(Use separate page for each package)

**DEALER NAME** Fairway Chevrolet

**DEDUCT AMOUNT**

ABS Brake System	\$ STD	\$-
Air Conditioning	\$ STD	\$-
Battery, Auxiliary	\$168.00	\$-
Bucket Seats, Front	\$250.00	\$-
Carpet Floor	\$168.00	\$-
Cruise Control	\$ STD	\$-
Diesel Engine	\$ N/A	\$-
Engine Block Heater	\$66.00	\$-
Heavy Duty Alternator	\$ N/A	\$-
Hitch Receiver	\$ STD	\$-
Integrated Trailer Brake(Max Trailering Pkg)	\$748.00	\$-
Keyless Entry w/Fob	\$ STD	\$-
Locking Differential	\$ STD	\$-
OnStar	\$75.00	\$-
Paint, Metallic	\$ STD	\$-
Power Mirrors	\$ STD	\$-
Power Locks	\$ STD	\$-
Power Seats	\$ STD	\$-
Power Windows	\$ STD	\$-
Radio; AM/FM Stereo, CD	\$ STD	\$-
Rear Window Wiper	\$ STD	\$-
Seating, Third Row	\$392.00	\$-
Skid Plate Requires 4X4	\$132.00	\$-
Tilt Steering	\$ STD	\$-
Tinted Glass	\$260.00	\$-
Tire, Spare, Full Size	\$ STD	\$-
Trailer Tow Mirrors	\$ N/A	\$-
Trailer Tow Package	\$748.00	\$-
Other:	\$	\$-

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$ 2.00 per mile.

Main Menu > Budget Status Report Input > Budget Account List > Summary Budget Status Report > Obligations  
 REPORT DATE AS OF: 04/05/2016  
 PROC ID: BSR\_GEN\_BCLS\_REPORT

STATE OF NEVADA  
 Office of the State Controller

Budget Status Report - Obligations

Fiscal Year: 2016

Fund: 502 CRC WATER TRANSMISSION  
 Budget Account: 4501 POWER DELIVERY PROJECT

Agency: 690 COLORADO RIVER COMMISSION  
 Organization: 0000 COLORADO RIVER COMMISSION

	YTD Actual	Work Program	Difference
Total Expenditures	17,339,286.59		
Total Encumbrances	.00		
Total Pre-encumbrances	.00		
Total Obligations	17,339,286.59	33,325,177.00	15,985,890.41

Category	Description	Expended	Encumbered	Pre-encumbered	Obligated	Work Program	Difference
02	OUT OF STATE TRAVEL	5,437.39	.00	.00	5,437.39	18,322.00	12,884.61
03	IN STATE TRAVEL	345.96	.00	.00	345.96	605.00	259.04
10	POWER OPERATIONS	17,332,843.24	.00	.00	17,332,843.24	32,999,541.00	15,666,697.76
86	RESERVE	.00	.00	.00	.00	305,829.00	305,829.00
87	PURCHASING ASSESSMENT	660.00	.00	.00	660.00	880.00	220.00

[Return to Selection Screen](#)   [Download the Report](#)

State of Nevada  
Equipment Schedule

4/6/16 11:20 AM

Budget Period: 2015-2017 Biennium (FY16-17)  
 Budget Account: 4501.CRC - POWER DELIVERY SYSTEM  
 Version: L01 LEGISLATIVELY APPROVED  
 Schedule: EQUIPMENT

DU	Catg	GL	Equipment Type	Priority	Yr 1 Count	Yr 1 Rate	Yr 1 Total	Yr 2 Count	Yr 2 Rate	Yr 2 Total
E710	10	8310	VEHICLE-FLEET-LV-5.3 SPORT UTY VEH:1/2 TON;4X4;6 DOOR;5-6 PASS	1	2	33,305.00	66,610	0	34,304.00	0

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director

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

**Budget Division**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 6, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Scott J. Ewart, Budget Analyst *SE*  
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES - DIVISION OF ENVIRONMENTAL PROTECTION**

Agenda Item Write-up:

Pursuant to NRS 334.010, the Department of Natural Resources, Division of Environmental Protection, requests approval to purchase one new vehicle in Fiscal Year 2016 in the amount of \$27,194.25.

Additional Information:

The department seeks approval to purchase one new vehicle that will be used to conduct hazardous waste compliance inspections at facilities that generate, transport, store, treat and dispose of hazardous waste. The vehicle purchase was legislatively approved in the 2015-17 Biennium for purchase during Fiscal Year 2016.

Statutory Authority:

BOE approval required pursuant to NRS 334.010.

REVIEWED: <u>  <i>SM</i>  </u>
ACTION ITEM: _____



**MEMORANDUM**

**TO:** Scott Ewart, Budget Office

**FROM:** Brian Sotomayor, Budget Analyst III, Bureau of Administrative Services

**CC:** R. Eric Noack, Chief, Bureau of Waste Management  
Evan Chambers, Supervisor, Bureau of Waste Management

**DATE:** March 30, 2016

**RE:** Vehicle Purchase Request

**RECEIVED**

**MAR 31 2016**

GOVERNOR'S FINANCE OFFICE  
BUDGET DIVISION

The Bureau of Waste Management (BWM) is requesting approval to purchase a new vehicle for the Bureau's use. The BWM conducts hazardous waste compliance inspections at facilities that generate, transport, store, treat, and dispose of hazardous waste. Staff is required to travel from the office to inspect facilities located throughout the northern half of Nevada. To meet these requirements, staff needs a vehicle capable of reaching remote rural locations. The request for a 2016 Ford F150 4WD extended cab truck is attached and will satisfy staff's inspection needs.

The vehicle purchase is an approved expense in the FY16 legislatively approved budget in Category 56, Budget Account 3187. The required paperwork is attached and submitted. We are requesting this purchase request be included on the May 10, 2016 Board of Examiners agenda so we are submitting this request within the deadline date of April 5, 2016.

Please feel free to call me if you have any questions regarding this request at 775-687-9564 or email me at [b.sotomayor@ndep.nv.gov](mailto:b.sotomayor@ndep.nv.gov).

Thank you for your consideration of our request.

## Memorandum

To: Dave Emme, Administrator

DE 3/28/16

From: Evan Chambers Supervisor, RCRA C&E Branch

EPC 2/14/16

Through, Eric Noack, Chief, BWM

EN

Through, Greg Lovato, Deputy Administrator

GL 3/25/16

Subject: Vehicle Replacement and DAM Waiver Request

Date: February 19, 2016

### RE: Vehicle Reduction/ Reallocation and Vehicle Fuel Economy Waiver

BWM proposes to transfer two vehicles to DCNR and replace those with a single vehicle thereby reducing the BWM Carson City fleet from four to three vehicles. All BWM Carson City employees (solid and hazardous waste, BWM administrative, and DCNR recycling staff) would share these vehicles going forward. Vehicle primary function is for solid and hazardous waste inspections (4.25 FTE completed 238 HW & SW inspections SFY2015). The reduction will increase vehicle utilization by the BWM.

BWM RCRA Compliance and Enforcement Branch (Category 56) was granted authority to purchase one vehicle in SFY 2016. BWM wishes to replace two vehicles the 2004 Dodge 1500 and the 2005 Dodge Dakota, both are ½ ton 4WD pickup trucks, with a single vehicle with similar attributes. The proposed replacement vehicle is a Ford 150, ½ ton 4WD pickup truck. The replacement vehicle will be used by staff for RCRA inspections that include mine sites and other rural areas of the state that require high ground clearance and 4WD drive. The proposed vehicle fuel economy is rated 15 mpg city, 21mpg highway, and 17mpg combined by the USEPA.

The BWM requests an Administrative approval to replace two vehicles with a single vehicle and waiver for the fuel economy standard of 20 mpg city as required by the Division Administrative Manual.



echamber@ndep.nv.gov  
 NDEP - BUREAU OF WASTE MANAGEMENT

STANDARD PAGE - BID #8288 FLEET VEHICLES - UPDATED 2016-20-3

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 29 TRUCK, 1/2TON, FULLSIZE, EXT CAB, SHORTBED  
1 or 11 dealer. Full size 4 door 6 passenger

Specify MANUFACTURER, MODEL NAME, YEAR & BODY MODEL CODE: 2016 FORD F-150 (VIC/WTE)	Base Price for RENO/CARSON CITY \$20,823	Base Price for LAS VEGAS \$21,123
--	---	--------------------------------------

State vehicle miles per gallon (MPG): 18 CITY / 21 HWY  
 State manufacturer warranty: 3 YRS/36000 MILES  
 Specify alternate fuel grade size and emission rating: 3.7L V6 FFV  
 Includes Minimum Standard Equipment Listed:  Yes  No If no, state exceptions:

Exterior Color: List available colors: (CC=CLEARCOAT; CCN=CLEARCOAT/METALLIC)

GREEN OEM CC/M	WB	STERLING GREY CC/M	WJ
VERMILION RED CC	E4	INGOT SILVER CC/M	UX
TUXEDO BLACK CC/M	UN	OXFORD WHITE CC	YZ
BLUE JEANS CC/M	N1		

Seats, Cloth: List available colors:  
 GREY

GVM: 6700 (When Applicable) WHEELBASE: 148" (When Applicable)

20,823

OPTION PACKAGE PAGE - BID #8288 FLEET VEHICLES

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 29 TRUCK, 1/2TON, FULLSIZE, CREW CAB, LONGBED  
1 or 11 dealer. Full size 4 door 6 passenger

Option Package Name/Code: XLT Requires (2WD)	\$2,465
List Equipment Features Below: INCL 40/20/40 CLOTH, A/C, AM/FM/C/D, CARPET, PW, PL, PM	
Option Package Name/Code: XLT Requires (4WD)	\$3,360
List Equipment Features Below: INCL 40/20/40 CLOTH, A/C, AM/FM/C/D, CARPET, PW, PL, PM	
Option Package Name/Code: XLT CONV/PLUS PKG (61C81P) (REQUIRES XLT)	\$1,181
List Equipment Features Below: INCL ADJ PEDAL, SYNC SYSTEM, PWR SIGNAL MIRRORS, PWR DRIVERS SEAT, REVERSE SENSING SYSTEM, REAR VIEW CAMERA, PWR REAR WINDOW (REQ TRAILER TOW)	

ITEMIZED OPTIONS PAGE - BID #8288 FLEET VEHICLES

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 29 TRUCK, 1/2TON, FULLSIZE, EXT CAB, SHORTBED  
1 or 11 dealer. Full size 4 door 6 passenger

	DEDUCT AMOUNT
ABS Brake System	\$ INCL
Air Conditioning	\$ INCL
Cruise Control	\$ INCL
Diesel Engine	\$ NA
Exhaust Block Heater	\$ NA
Four Wheel Drive (4wd)	\$3,171
Heavy Duty Alternator (140A)	\$ NA
High Receiver	\$ INCL w/ TRAILER TOW
Integrated Trailer Brake (3M ton only)	\$ INCL w/ TRAILER TOW
Keyless Entry w/Fob	\$ INCL w/ PWR Equipment
Limited Slip Differential	\$401
Paint, Metallic	\$ NC
Power Mirrors	\$ INCL w/ PWR Equipment
Power Locks	\$ INCL w/ PWR Equipment
Power Seats (DRIVER ONLY) Requires XLT Package	\$117
Power Equipment	\$998
Radio, AM/FM Stereo, Cassette Player	\$ NA
Radio, AM/FM Stereo, CD	\$ INCL
Rear Window Wiper	\$ NA
Seats, Vinyl	\$ NC
Vinyl Colors: GREY OR TAN	
Bed Photo (4WD ONLY)	\$137
Tilt Steering	\$ INCL
Tire, Spare, Full Size	\$ INCL
Trailer Tow Mirrors	\$ NA
Trailer Tow Package	\$678

3,171

401

998

137

ITEMIZED OPTIONS PAGE - BID #8288 FLEET VEHICLES

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 29 TRUCK, 1/2TON, FULLSIZE, EXT CAB, SHORTBED  
1 or 11 dealer. Full size 4 door 6 passenger

Other:	
V8 3.8L FFV GAS	\$ STD
V8 6.0L FFV GAS	\$1,360
V8 3.8L ECO-BOOST GAS (4WD)(1E)	\$1,934
V8 3.8L ECO-BOOST GAS (2WD)(1G)	\$1,876
40/20/40 8SPIT BENCH SEAT	\$ INCL
ALL TERRAIN TIRES	\$ STD
REAR STABILIZER BAR	\$ NA
ELEC. SHIFT ON FLY (REQ 5.0L OR 3.7L EB)	\$ STD
SNOW PLOW PREP PKG	\$ NA
RUNNING BOARDS, BLACK	\$214
LIFT/ITER SWITCHES	\$ NA
TRANSMISSION PTO (AUTO TRANS ONLY)	\$ NA
TAIL GATE STEP	\$320
SPRAY-IN BEDLINER	\$405
SYNC COMMUNICATIONS PKG (XL ONLY)	\$385
FOG LAMPS	\$118
DAYTIME RUNNING LIGHTS	\$38
EXTRA Keyless Entry w/Fob	\$275

1,360

275

Delivery charge for other than Reno or Las Vegas (1 or 5) \$ 300 per unit mile

\$ 27,165 BIF

JONES-WEST FORD  
 P.O. Box 12970  
 Reno, NV 89510-2970

TO: Evan Chambers-BWM

FROM: Jim Trent-BWM

JPT

SUBJECT: SFY16 new truck

DATE: February 3, 2016

Attached is a copy of the SFY16 legislatively approved budget showing your new truck. The vehicle will be paid out of CAT.56 GL8310, currently \$23, 341, plus a \$6,000 budget revision increase from CAT.56 GL8516.



# Welcome to NEBS Nevada Executive Budget System

Home NEBS Reports DataMart Messages

Last Action: 2/3/16 10:27 AM  
Current User: jtrent  
[Site Help](#) [Logoff](#)

## Budget Account Version - Equipment Schedule

[Page Help](#)

### Budget Account Version - Equipment Schedule Details

Budget Period: 2015-2017 Biennium (FY16-17)  
 Budget Account: 3187 DCNR - DEP WASTE MGMT AND CORRECTIVE ACTION  
 Version: L01 LEGISLATIVELY APPROVED  
 Schedule: EQUIPMENT

Schedule Details Additional Text

Decision Unit Filter:

Status:

#### Equipment Schedule

Line #	DU	Catg	GL	Equipment Type	Priority	Year 1		Year 2			
						Count	Rate	Total	Count	Rate	Total
	1	E710	08	8371 HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	23	0	1,388.00	0	1	1,388.00	1,388
	2	E710	08	8371 HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	5	2	1,258.00	2,516	1	1,258.00	1,258
	3	E710	09	8371 HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	8	0	1,258.00	0	1	1,258.00	1,258
	4	E710	09	8310 VEHICLE-FLEET-RNO/CC-2.7TRUCK 4WD 1/2 T;CRW CAB;S BED	39	1	25,249.00	25,249	0	26,006.00	0
	5	E712	10	8371 HARDWARE-LAPTOP PC WITH OPERATING SYSTEM	7	1	1,575.00	1,575	2	1,575.00	3,150
	6	E712	10	8371 HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	4	1	1,258.00	1,258	1	1,258.00	1,258
	7	E710	20	8371 HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	11	1	1,258.00	1,258	1	1,258.00	1,258
	8	E710	20	8371 HARDWARE PRINTER NETWORK LASER JET MONO LITE DTY	20	1	669.00	669	0	669.00	0
	9	E710	20	8371 HARDWARE-LAPTOP PC WITH OPERATING SYSTEM	2	1	1,575.00	1,575	0	1,575.00	0
	10	E710	54	8371 HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	14	2	1,258.00	2,516	1	1,258.00	1,258































Line #	DU	Catg	GL	Description	Priority	Quantity	Rate	Total	Year 1	Year 2
11	E712	56	8310	VEHICLE-FLEET-RNO/CC-2.9 TRUCK 4WD 1/2 T; EXT CAB;S BD	1	1	23,341.00	23,341	0	24,041.00
12	E712	56	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	13	2	1,258.00	2,516	1	1,258.00
13	E712	56	8371	HARDWARE-LAPTOP PC WITH OPERATING SYSTEM	17	1	1,575.00	1,575	1	1,575.00
14	E712	57	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	15	0	1,388.00	0	1	1,388.00
15	E712	57	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	10	2	1,258.00	2,516	0	1,258.00
16	E710	71	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	16	1	1,258.00	1,258	1	1,258.00
17	E711	72	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	3	0	1,258.00	0	1	1,258.00
18	E711	72	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	9	1	1,388.00	1,388	0	1,388.00
19	E710	75	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	19	1	1,258.00	1,258	6	1,258.00
20	E710	75	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	21	1	1,388.00	1,388	0	1,388.00
21	E710	75	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	22	0	1,388.00	0	1	1,388.00
22	E711	82	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	12	0	1,388.00	0	1	1,388.00
23	E711	82	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	6	0	1,258.00	0	1	1,258.00

Equipment Schedule Total: 71,856  
 Grand Total (Includes Other Amounts Below): 85,836


**Other Amounts**

Line #	DU	Catg	GL	Description	Priority	Quantity	Rate	Total	Year 1	Year 2
1	E710	08	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	27	1	1,554.5	1,555	1	1,554.5
2	E710	09	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	30	1	2,008.71	2,009	1	2,008.71
3	E712	10	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	31	1	135	135	1	135
4	E710	54	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	33	1	4,102.99	4,103	1	4,102.99
5	E710	54	8371	LENOVO THINKPAD T520	24	0	0	0	1	875
6	E712	56	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	26	1	2,485.61	2,486	1	2,485.61
7	E712	57	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	29	1	892.97	893	1	892.97

Budget Account Line Item List

	B000	20	8371	COMPUTER HARDWARE <\$5,000 - A	18,063	5,217	0	0	0	EQUIPMENT
	B000	54	8371	COMPUTER HARDWARE <\$5,000 - A	3,181	4,968	0	0	0	EQUIPMENT
	B000	56	8371	COMPUTER HARDWARE <\$5,000 - A	3,589	0	0	0	0	EQUIPMENT
	B000	57	8371	COMPUTER HARDWARE <\$5,000 - A	2,339	153	0	0	0	EQUIPMENT
	B000	72	8371	COMPUTER HARDWARE <\$5,000 - A	3,201	2,280	0	0	0	EQUIPMENT
	B000	75	8371	COMPUTER HARDWARE <\$5,000 - A	1,039	4,121	0	0	0	EQUIPMENT
	B000	82	8371	COMPUTER HARDWARE <\$5,000 - A	1,855	0	0	0	0	EQUIPMENT
	E710	08	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	2,516	2,646	2,646	EQUIPMENT
	E710	09	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	0	1,258	1,258	EQUIPMENT
	E710	20	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	3,502	1,258	1,258	EQUIPMENT
	E710	54	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	2,516	2,133	2,133	EQUIPMENT
	E710	71	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	1,258	1,258	1,258	EQUIPMENT
	E710	75	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	2,646	8,936	8,936	EQUIPMENT
	E711	72	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	1,388	1,258	1,258	EQUIPMENT
	E711	82	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	0	2,646	2,646	EQUIPMENT
	E712	10	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	2,833	4,408	4,408	EQUIPMENT
	E712	56	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	4,091	2,833	2,833	EQUIPMENT
	E712	57	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	2,516	1,388	1,388	EQUIPMENT
	B000	08	8503	EXPENDITURES CLARK CO	60,497	133,012	60,497	60,497	60,497	- None -
	B000	09	8503	EXPENDITURES CLARK CO	85,754	61,000	85,754	85,754	85,754	- None -
	B000	20	8503	EXPENDITURES CLARK CO	55,248	25,000	55,248	55,248	55,248	- None -
	B000	40	8503	EXPENDITURES CLARK CO	521,708	511,404	521,708	521,708	521,708	- None -
	B000	56	8503	EXPENDITURES CLARK CO	0	75,000	0	0	0	- None -
	B000	08	8516	EXPENDITURES WASHOE CO	106,490	100,000	106,490	106,490	106,490	- None -
	B000	09	8516	EXPENDITURES WASHOE CO	53,505	71,681	53,505	53,505	53,505	- None -
	B000	20	8516	EXPENDITURES WASHOE CO	82,005	57,000	82,005	82,005	82,005	- None -
	B000	40	8516	EXPENDITURES WASHOE CO	434,757	426,170	434,757	434,757	434,757	- None -
	B000	56	8516	EXPENDITURES WASHOE CO	37,750	137,250	37,750	37,750	37,750	- None -
	B000	40	9018	TRANS TO DEPT OF TAXATION	8,695	8,523	8,695	8,695	8,695	- None -
	B000	40	9092	TRANS TO HISTORIC PRESERVATION	15,000	15,000	15,000	15,000	15,000	- None -

Board of Examiners Request for Approval to Purchase a  
State Vehicle Pursuant to NRS 334.010

<b>Agency Name:</b> NDEP-Bureau of Waste Management	<b>Budget Account #:</b> 3187	
<b>Contact Name:</b> Brian Sotomayor	<b>Telephone Number:</b> 775-687-9564	
Pursuant to NRS 334.010, agencies must receive prior written consent to purchase State vehicles. This applies to all new and used vehicles. Please provide the following information:		
<b>Number of vehicles requested:</b> 1 <b>Amount of the request:</b> \$27,194.25 <b>Is the requested vehicle(s) new or used:</b> <u>new</u> <b>Type of vehicle(s) purchasing e.g. compact sedan, intermediate sedan, SUV, pick up, etc.:</b> 2016 Ford F150 4WD 1/2 ton extended cab shortbed pickup truck <b>Mission of the requested vehicle(s):</b> Vehicle to be used for RCRA Hazardous Waste Inspection		
<b>Were funds legislatively approved for the request?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please provide the decision unit number:</b> E712 GL8310 <b>If no, please explain how the vehicles will be funded?</b>	
<b>Is the requested vehicle(s) an addition to an existing fleet or replacement vehicle(s):</b>  <input type="checkbox"/> Addition(s) <input checked="" type="checkbox"/> 1 Replacement(s)		
<b>Does the requested vehicle(s) comply with "Smart Way" or "Smart Way Elite" requirements pursuant to SAM 1308? If not, please explain.</b> No, vehicle is best suited for hazardous waste inspections per the Bureau's duties		
<b>Please Complete for Replacement Vehicles Only:</b> (For type of vehicle, i.e., compact sedan, intermediate sedan, SUV, pick up, etc.)  <b>Current Vehicle Information:</b> Vehicle #1 Model Year: 2004 Dodge 1500 Odometer Reading: 84,032 Type of Vehicle: 4WD 1/2 ton std cab pickup truck <hr/> Vehicle #2 Model Year: 2005 Dodge Dakota Odometer Reading: 66,297 Type of Vehicle: 4WD 1/2 ton crew cab pickup truck <hr/> <i>Please attach an additional sheet if necessary</i>	<b>Does this request meet the replacement schedule criteria pursuant to SAM 1309? If no, explain why the vehicle is being replaced.</b>  Yes  <hr/> <b>If the replacement vehicle is an upgrade to the existing vehicle, explain the need for the upgrade.</b>  Not an upgrade	
<b>APPOINTING AUTHORITY APPROVAL:</b>		
 _____ Agency Appointing Authority	BUREAU CHIEF _____ Title	3/31/16 _____ Date
<b>BOARD OF EXAMINERS' APPROVAL:</b>		
<input type="checkbox"/> Approved for Purchase <input type="checkbox"/> Not Approved for Purchase		
_____ Board of Examiners	_____ Date	

**~ STATE AGENCIES ONLY ~**  
**VEHICLE ORDER JUSTIFICATION SHEET**  
(This form must accompany requisition)

Agency NDEP - Bureau of Water Management RX No. \_\_\_\_\_

Contact Brian Sotomayor Phone No. 775-687-9564

Pursuant to NRS 333.340 if an agency is not purchasing from the lowest responsible dealer, the Purchasing Division must notify the dealer with the lowest price for the vehicle type you have requested of the reasons for this purchase.

Please check all that apply below:

Dealer is located in close proximity to the area of vehicle deployment for service, parts and warranty support to the agency

Dealer has historically provided favorable service to the agency concerning cost of ownership issues

Vehicle is compatible with other agency vehicles providing for standardized operation and maintenance including parts management

Vehicle requested is best suited for the purpose to be used

Vehicles of this make have a good cost of ownership record within the agency

If this vehicle does not meet "Smart Way or Smart Way Elite" requirements, agency must provide detailed justification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other justification

\_\_\_\_\_  
\_\_\_\_\_

-----State Purchasing use only-----

Approved  Disapproved by \_\_\_\_\_ date \_\_\_\_\_

If disapproved awarded dealer \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**~ STATE AGENCIES ONLY ~**  
**VEHICLE ORDER JUSTIFICATION SHEET**  
(This form must accompany requisition)

Agency NDEP- BUREAU OF WASTE MANAGEMENT RX No. \_\_\_\_\_

Contact EVAN CHAMBERS Phone No. 775-687-9473

Pursuant to NRS 333.340 if an agency is not purchasing from the lowest responsible dealer, the Purchasing Division must notify the dealer with the lowest price for the vehicle type you have requested of the reasons for this purchase.

Please check all that apply below:

\_\_\_ Dealer is located in close proximity to the area of vehicle deployment for service, parts and warranty support to the agency

\_\_\_ Dealer has historically provided favorable service to the agency concerning cost of ownership issues

\_\_\_ Vehicle is compatible with other agency vehicles providing for standardized operation and maintenance including parts management

Vehicle requested is best suited for the purpose to be used

\_\_\_ Vehicles of this make have a good cost of ownership record within the agency

\_\_\_ If this vehicle does not meet "Smart Way or Smart Way Elite" requirements, agency must provide detailed justification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Other justification

\_\_\_\_\_  
\_\_\_\_\_

-----State Purchasing use only-----

\_\_\_ Approved \_\_\_ Disapproved by \_\_\_\_\_ date \_\_\_\_\_

If disapproved awarded dealer \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Vehicle Order Information Form

Does this vehicle meet "Smart Way or Smart Way Elite" requirements? If not, agency must fill out Vehicle Order Justification Sheet.

Please print out this page and complete all fields.

<b>Vehicle Item No., Make, Model &amp; No.:</b>	2.9 Truck, 2016 Ford F150 4WD extended cab shortbed		
<b>Dealer Name:</b>	Jones West Ford		
<b>Delivery Location:</b>	Reno, NV; Nevada Division of Environmental Protection		
<b>Vehicle Colors:</b>	Exterior: Ingot Silver	Interior: Grey	<input checked="" type="checkbox"/> Cloth
			<input type="checkbox"/> Vinyl
	Quantity	Unit Cost	Total Cost
BASE PRICE (Reno, Carson City or Las Vegas delivery)	1	\$ 20,823	\$20,823
SPECIFY OPTIONS: (description)			\$6,342
Four Wheel Drive		\$3,171	
Limited Slip Differential		\$401	
Power Equipment (locks, windows, mirrors)		\$998	
Skid Plate		\$137	
V8 5.0L FFV Gas		\$1,360	
Extra Key FOB		\$275	
		\$	
		\$	
DELIVERY COST: (If other than Reno\Carson or Las Vegas)		\$0	\$0
Total purchase price with options			\$27,165
DMV Title and DRS Fee's		\$29.25	\$29.25
<b>GRAND TOTAL:</b>			<b>\$27,194.25</b>

<b>Registered Owner:</b>	Agency Name & Address: Nevada Division of Environmental Protection Bureau of Waste Management 901 S. Stewart Street, STE 4001 Carson city, NV 89701
<b>Legal Owner:</b>	Agency Name & Address: Nevada Division of Environmental Protection Bureau of Waste Management 901 S. Stewart Street, STE 4001 Carson city, NV 89701
<b>County Vehicle Based In:</b>	Carson City
<b>Name &amp; Phone of Person to contact when vehicle is ready for delivery:</b>	Nevada Division of Environmental Protection Bureau of Waste Management Evan Chambers, Supervisor, 775-687-9473 or Diane Benson 775-687-9461

Equipment Schedule

Date: 6/19/15 11:47 AM

Budget Period: 2015-2017 Biennium (FY16-17)

Budget Account: 3187 DCNR - DEP WASTE MGMT AND CORRECTIVE ACTION

Version: I01 LEGISLATIVELY APPROVED

Schedule: EQUIPMENT

DJ	Catg	GL	Equipment Type	Priority	Yr-1 Count	Yr-1 Rate	Yr-1 Total	RXQ	Date	Amount	Bal Remaining	Comments
E710	08	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	27	1	1,554.50	1,555					
E710	08	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	23	0	1,388.00	0					
E710	08	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	5	2	1,258.00	2,516	26571	11/20/2015	2,555.38	(39.38)	2 PC's
E710	09	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	30	1	2,008.71	2,009					
E710	09	8310	VEHICLE-FLEET-RNO/CC-2.7TRUCK 4WD 1/2 T;CRW CAB;S BED	39	1	25,249.00	25,249	N/A	3/4/2016	35,109.70	(9,860.70)	Toyota Tacoma
E710	09	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	8	0	1,258.00	0					
E712	10	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	31	1	135	135					
E712	10	8371	HARDWARE-LAPTOP PC WITH OPERATING SYSTEM	7	1	1,575.00	1,575	26120	8/7/2015	1,007.00	568.00	1 tablet computer
E712	10	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	4	1	1,258.00	1,258	26780	2/4/2016	1,276.05	(18.05)	1 Desktop
E710	20	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	11	1	1,258.00	1,258	26687	1/16/2016	1,394.59	(136.59)	1 PC
E710	20	8371	HARDWARE PRINTER NETWORK LASER JET MONO LITE DTY	20	1	669	669	26571	11/20/2015	1,277.69	297.31	1 PC
E710	20	8371	HARDWARE-LAPTOP PC WITH OPERATING SYSTEM	2	1	1,575.00	1,575					
E710	54	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	33	1	4,102.99	4,103					
E710	54	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	14	2	1,258.00	2,516	26571	11/20/2015	15,592.72	(13,076.72)	2 PC's
E710	54	8371	LENOVO THINKPAD T520	24	0	0	0					
E710	54	7770	Software Not in L-01	0	0	0	0	N/A	3/8/2016	17,820.00	(17,820.00)	ESRI Software
E712	56	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	26	1	2,485.61	2,486					
E712	56	8310	VEHICLE-FLEET-RNO/CC-2.9 TRUCK 4WD 1/2 T;EXT CAB;S BD	1	1	23,341.00	23,341	N/A	3/30/2016	27,165.00	(3,824.00)	Surplus available in GL 8516
E712	56	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	13	2	1,258.00	2,516	26780	2/4/2016	2,552.10	(36.10)	2 Desktop
E712	56	8371	HARDWARE-LAPTOP PC WITH OPERATING SYSTEM	17	1	1,575.00	1,575	26789	2/4/2016	1,268.00	307.00	1 Tablet
E712	57	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	29	1	892.97	893					
E712	57	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	15	0	1,388.00	0					
E712	57	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	32	2	1,258.00	2,516	26780	2/4/2016	2,552.10	(36.10)	2 Desktop
E710	71	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	30	1	352.5	353					
E710	71	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	16	1	1,258.00	1,258	26571	11/20/2015	1,277.69	(19.69)	1 PC
E711	72	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	25	1	135.97	136					
E711	72	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	3	0	1,258.00	0					
E711	72	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	9	1	1,388.00	1,388					
E710	75	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	34	1	2,082.94	2,083					
E710	75	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	19	1	1,258.00	1,258	26571	11/20/2015	1,277.69	(19.69)	1 PC
E710	75	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	21	1	1,388.00	1,388					
E710	75	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	22	0	1,388.00	0					
E711	82	7460	SMALL OFFICE EQUIPMENT <\$1,000.00	28	1	228.66	229					
E711	82	8371	HARDWARE-PRINTER NETWORK LASER JET MONO MED DUTY	12	0	1,388.00	0					
E711	82	8371	HARDWARE-DESKTOP PC W/ MONITOR & OS, HIGH COST	6	0	1,258.00	0					

Comments:

*BA Solanta 3/30/2016*

Brian Sandoval  
Governor



James R. Wells, CPA  
Director


Janet Murphy  
Deputy Director

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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 4, 2016

To: James R. Wells, Clerk of the Board  
Governor's Finance Office

From: Scott J. Ewart, Budget Analyst   
Budget Division

Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES –  
DIVISION OF FORESTRY**

Agenda Item Write-up:

Pursuant to NRS 334.010, the Department of Conservation and Natural Resources, Division of Forestry, requests approval to purchase 12 new vehicles and one Crew Carrier body in Fiscal Year 2016 in the amount of \$2,904,265.

Additional Information:

The department seeks approval to purchase 12 new vehicles and one Crew Carrier body that will be used in emergency response and firefighting environments. The Crew Carrier body will be installed on a chassis by the manufacture that was purchased last biennium. The vehicle purchases were legislatively approved in the 2015-17 Biennium's budget in accordance with a one-shot appropriation in SB428 for purchase during Fiscal Year 2016.

New Vehicle Inventory, Quantities and Costs

<b>SB428</b>					
<b>B/A</b>	<b>FY</b>	<b>Vehicle Type</b>	<b>Authority</b>	<b>QTY</b>	<b>Funding Request</b>
4195	2016	Type 3 Fire Engine	-	2	\$632,050
	2016	Water Tender	-	1	\$333,150
	2016	Aviation Fuel Truck	-	1	\$175,413
		B/A 4195 Total	\$1,140,613	4	<b>\$1,140,613</b>
4198	2016	Emergency Crew Carrier	-	8	\$1,662,152
	2016	Crew Carrier Body	-	1	\$101,500
		B/A 4198 Totals	\$1,795,518	9	<b>\$1,763,652</b>
<b>Grand Total</b>			<b>\$2,936,131</b>	<b>13</b>	<b>\$2,904,265</b>

Statutory Authority:

BOE approval required pursuant to NRS 334.010.

<b>REVIEWED:</b> <u>    JM    </u>
<b>ACTION ITEM:</b> _____



STATE OF NEVADA  
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
**NEVADA DIVISION OF FORESTRY**  
2478 Fairview Drive  
Carson City, Nevada 89701  
Phone (775) 684-2500 Fax (775) 684-2570

**MEMORANDUM**

**Date:** 04/04/16

**From:** Dave Prather, Acting State Forester/Firewarden ➤

**To:** Scott Ewart, Budget Analyst V

**Re:** Vehicle Purchases

Mr. Ewart, attached are forms relative to our request for Board of Examiners Approval to purchase state vehicles pursuant to NRS 334.010. The attached documents request approval to purchase the following vehicles in accordance with a "One-shot" appropriation approved in SB428 during the last legislative session:

- 1) Water Tender: \$333,150
- 1) Aviation Fuel Truck: \$175,413
- 2) Type 3 Engines for Wildland firefighting: \$316,025 each, total \$632,050.


Documentation attached also requests approval for the purchase of:

- 8) Crew Carriers: \$207,769. each, total \$1,662,152.  
plus
- 1) Crew Carrier body & installation to be placed on a chassis that was purchased last biennium: \$101,500.

Explanation: The appropriation for budget account 4198 was for 9 crew carriers, but prices have increased in the interim to the point that it is not possible to purchase all 9. The agency will therefore purchase 8 entire units and use the remaining funds to finish building a partial unit (chassis) purchased in the previous biennium. This will result in 9 new units, consistent with legislative intent.


We appreciate your submission of this request for consideration by the Board of Examiners.

**Board of Examiners Request for Approval to Purchase a  
State Vehicle Pursuant to NRS 334.010**

<b>Agency Name:</b> DCNR - Division of Forestry	<b>Budget Account #:</b> 4195
<b>Contact Name:</b> Gabe Strouse	<b>Telephone Number:</b> 775-849-2500 Ext. 239
Pursuant to NRS 334.010, agencies must receive prior written consent to purchase State vehicles. This applies to all new and used vehicles. Please provide the following information:	
<b>Number of vehicles requested:</b> <u>1</u> <b>Amount of the request:</b> <u>\$333,150</u> <b>Is the requested vehicle(s) new or used:</b> <u>New</u> <b>Type of vehicle(s) purchasing e.g. compact sedan, intermediate sedan, SUV, pick up, etc.:</b> Water Tender <b>Mission of the requested vehicle(s):</b> This water tender is required to protect life and property on emergency incidents statewide.	
<b>Were funds legislatively approved for the request?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please provide the decision unit number:</b> SB 428 ( <i>One shot Appropriation</i> ) <b>If no, please explain how the vehicles will be funded?</b>
<b>Is the requested vehicle(s) an addition to an existing fleet or replacement vehicle(s):</b>  <input type="checkbox"/> Addition(s) <input checked="" type="checkbox"/> Replacement(s)	
<b>Does the requested vehicle(s) comply with "Smart Way" or "Smart Way Elite" requirements pursuant to SAM 1308? If not, please explain.</b> No. Water tenders are not required to have "Smart Way" or "Smart Way Elite" requirements.	
<b>Please Complete for Replacement Vehicles Only:</b> (For type of vehicle, i.e., compact sedan, intermediate sedan, SUV, pick up, etc.)  <b>Current Vehicle Information:</b> Vehicle #1 Model Year: 1978 Odometer Reading: 136,801 Type of Vehicle: Water Tender	<b>Does this request meet the replacement schedule criteria pursuant to SAM 1309? If no, explain why the vehicle is being replaced.</b>  Yes
Vehicle #2 Model Year: Odometer Reading: Type of Vehicle:	<b>If the replacement vehicle is an upgrade to the existing vehicle, explain the need for the upgrade.</b>
<i>Please attach an additional sheet if necessary</i>	
<b>APPOINTING AUTHORITY APPROVAL:</b>	
 _____ Agency Appointing Authority	DEPUTY ADMINISTRATOR _____ Title
	3/10/16 _____ Date
<b>BOARD OF EXAMINERS' APPROVAL:</b>	
<input type="checkbox"/> Approved for Purchase <input type="checkbox"/> Not Approved for Purchase	
_____ Board of Examiners	_____ Date

Revised 7/13/10


**Board of Examiners Request for Approval to Purchase a  
State Vehicle Pursuant to NRS 334.010**

<b>Agency Name:</b> DCNR - Division of Forestry	<b>Budget Account #:</b> 4195
<b>Contact Name:</b> Gabe Strouse	<b>Telephone Number:</b> 775-849-2500 Ext. 239
Pursuant to NRS 334.010, agencies must receive prior written consent to purchase State vehicles. This applies to all new and used vehicles. Please provide the following information:	
Number of vehicles requested: <u>1</u> Amount of the request: <u>\$175,413</u>	
Is the requested vehicle(s) new or used: <u>New</u>	
Type of vehicle(s) purchasing e.g. compact sedan, intermediate sedan, SUV, pick up, etc.: <u>Aviation Fuel Truck</u>	
Mission of the requested vehicle(s): <u>This aviation fuel truck is required to fuel NDF helicopters on emergency incidents statewide.</u>	
Were funds legislatively approved for the request?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide the decision unit number: <u>SB 428 (One Shot Appropriation)</u> If no, please explain how the vehicles will be funded?
Is the requested vehicle(s) an addition to an existing fleet or replacement vehicle(s):  <input type="checkbox"/> <u>  </u> Addition(s) <input checked="" type="checkbox"/> <u>  </u> Replacement(s)	
Does the requested vehicle(s) comply with "Smart Way" or "Smart Way Elite" requirements pursuant to SAM 1308? If not, please explain. <u>No. Fuel trucks are not required to have "Smart Way" or "Smart Way Elite" requirements.</u>	
<b>Please Complete for Replacement Vehicles Only:</b> (For type of vehicle, i.e., compact sedan, intermediate sedan, SUV, pick up, etc.)  <b>Current Vehicle Information:</b> Vehicle #1 Model Year: <u>1988</u> Odometer Reading: <u>192,580</u> Type of Vehicle: <u>Aviation Fuel Truck</u>	Does this request meet the replacement schedule criteria pursuant to SAM 1309? If no, explain why the vehicle is being replaced.  <u>Yes</u>
Vehicle #2 Model Year: Odometer Reading: Type of Vehicle:	If the replacement vehicle is an upgrade to the existing vehicle, explain the need for the upgrade.
<i>Please attach an additional sheet if necessary</i>	
<b>APPOINTING AUTHORITY APPROVAL:</b>	
	<u>DEPUTY ADMINISTRATOR</u>
Agency Appointing Authority	Title
	<u>5/10/18</u>
	Date
<b>BOARD OF EXAMINERS' APPROVAL:</b>	
<input type="checkbox"/> Approved for Purchase <input type="checkbox"/> Not Approved for Purchase	
Board of Examiners	Date

Revised 7/13/10

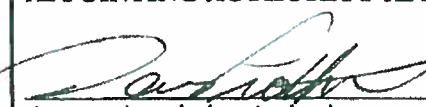



**Board of Examiners Request for Approval to Purchase a  
State Vehicle Pursuant to NRS 334.010**

<b>Agency Name:</b> DCNR - Division of Forestry	<b>Budget Account #:</b> 4195
<b>Contact Name:</b> Gabe Strouse	<b>Telephone Number:</b> 775-849-2500 Ext. 239
Pursuant to NRS 334.010, agencies must receive prior written consent to purchase State vehicles. This applies to all new and used vehicles. Please provide the following information:	
<b>Number of vehicles requested:</b> <u>2</u> <b>Amount of the request:</b> <u>\$632,050</u> <b>Is the requested vehicle(s) new or used:</b> <u>New</u> <b>Type of vehicle(s) purchasing e.g. compact sedan, intermediate sedan, SUV, pick up, etc.:</b> Type 3 Engine <b>Mission of the requested vehicle(s):</b> These type 3 engines are required to protect life and property on emergency incidents statewide.	
<b>Were funds legislatively approved for the request?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please provide the decision unit number:</b> SB 428 <i>(One Shot Appropriation)</i> <b>If no, please explain how the vehicles will be funded?</b>
<b>Is the requested vehicle(s) an addition to an existing fleet or replacement vehicle(s):</b>  <input type="checkbox"/> Addition(s) <input checked="" type="checkbox"/> Replacement(s)	
<b>Does the requested vehicle(s) comply with "Smart Way" or "Smart Way Elite" requirements pursuant to SAM 1308? If not, please explain.</b> No. Fire engines are not required to have "Smart Way" or "Smart Way Elite" requirements.	
<b>Please Complete for Replacement Vehicles Only:</b> (For type of vehicle, i.e., compact sedan, intermediate sedan, SUV, pick up, etc.)  <b>Current Vehicle Information:</b> Vehicle #1 Model Year: 1984 Odometer Reading: 196,272 Type of Vehicle: Type 3 Engine  Vehicle #2 Model Year: 1989 Odometer Reading: 160,466 Type of Vehicle: Type 3 Engine	<b>Does this request meet the replacement schedule criteria pursuant to SAM 1309? If no, explain why the vehicle is being replaced.</b>  Yes  If the replacement vehicle is an upgrade to the existing vehicle, explain the need for the upgrade.
<i>Please attach an additional sheet if necessary</i>	
<b>APPOINTING AUTHORITY APPROVAL:</b>	
 _____ Agency Appointing Authority	_____ Deputy Administrator
_____ Title	_____ Date
<b>BOARD OF EXAMINERS' APPROVAL:</b>	
<input type="checkbox"/> Approved for Purchase <input type="checkbox"/> Not Approved for Purchase	
_____ Board of Examiners	_____ Date

Revised 7/13/10

**Board of Examiners Request for Approval to Purchase a  
State Vehicle Pursuant to NRS 334.010**

<b>Agency Name:</b> DCNR - Division of Forestry	<b>Budget Account #:</b> 4198
<b>Contact Name:</b> Gabe Strouse	<b>Telephone Number:</b> 775-849-2500 Ext 239
Pursuant to NRS 334.010, agencies must receive prior written consent to purchase State vehicles. This applies to all new and used vehicles. Please provide the following information:	
<b>Number of vehicles requested:</b> <u>8</u> <b>Amount of the request:</b> <u>\$1,662,152.00</u> <b>Is the requested vehicle(s) new or used:</b> <u>New</u> <b>Type of vehicle(s) purchasing e.g. compact sedan, intermediate sedan, SUV, pick up, etc.:</b> Emergency Crew Carriers <b>Mission of the requested vehicle(s):</b> These emergency crew carriers are required NDF inmate fire crews to respond to emergency incidents statewide.	
<b>Were funds legislatively approved for the request?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please provide the decision unit number:</b> SB 428 (One Shot Appropriation) <b>If no, please explain how the vehicles will be funded?</b>
<b>Is the requested vehicle(s) an addition to an existing fleet or replacement vehicle(s):</b>  <input type="checkbox"/> Addition(s) <input checked="" type="checkbox"/> Replacement(s)	
<b>Does the requested vehicle(s) comply with "Smart Way" or "Smart Way Elite" requirements pursuant to SAM 1308? If not, please explain.</b> No. These type of vehicles (crew carriers) are not required to comply with "Smart Way" or Smart Way Elite requirements.	
<b>Please Complete for Replacement Vehicles Only:</b> (For type of vehicle, i.e., compact sedan, intermediate sedan, SUV, pick up, etc.)  <b>Current Vehicle Information:</b> Vehicle #1 Model Year: <u>Please see attached</u> Odometer Reading: Type of Vehicle:  Vehicle #2 Model Year: Odometer Reading: Type of Vehicle:  <i>Please attach an additional sheet if necessary</i>	<b>Does this request meet the replacement schedule criteria pursuant to SAM 1309? If no, explain why the vehicle is being replaced.</b>  <u>Yes</u>  If the replacement vehicle is an upgrade to the existing vehicle, explain the need for the upgrade.
<b>APPOINTING AUTHORITY APPROVAL:</b>	
 _____ Agency Appointing Authority	 _____ Deputy Administrator
	<u>4/4/16</u> _____ Date
<b>BOARD OF EXAMINERS' APPROVAL:</b>	
<input type="checkbox"/> Approved for Purchase <input type="checkbox"/> Not Approved for Purchase	
_____ Board of Examiners	_____ Date

**Current Vehicle Information:**

**Vehicle #1 Model Year: 1996  
Odometer Reading: 204,682  
Type of vehicle: Emergency Crew Carrier**

**Vehicle #2 Model Year: 1996  
Odometer Reading: 193,429  
Type of vehicle: Emergency Crew Carrier**

**Vehicle #3 Model Year: 1996  
Odometer Reading: 191,378  
Type of vehicle: Emergency Crew Carrier**

**Vehicle #4 Model Year: 1996  
Odometer Reading: 191,285  
Type of vehicle: Emergency Crew Carrier**

**Vehicle #5 Model Year: 1996  
Odometer Reading: 188,862  
Type of vehicle: Emergency Crew Carrier**

**Vehicle #6 Model Year: 1996  
Odometer Reading: 184,000  
Type of vehicle: Emergency Crew Carrier**

**Vehicle #7 Model Year: 1996  
Odometer Reading: 183,000  
Type of vehicle: Emergency Crew Carrier**

**Vehicle #8 Model Year: 1996  
Odometer Reading: 166,451  
Type of vehicle: Emergency Crew Carrier**

**Vehicle #9 Model Year: 1996  
Odometer Reading: 166,183  
Type of vehicle: Emergency Crew Carrier**

Senate Bill No. 428—Committee on Finance

CHAPTER.....

AN ACT making appropriations to the State Department of Conservation and Natural Resources for the replacement of emergency response, firefighting and other critical equipment and vehicles; and providing other matters properly relating thereto.

EXPLANATION - Matter in *bolded italics* is new; matter between brackets [~~omitted material~~] is material to be omitted.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

**Section 1.** There is hereby appropriated from the State General Fund to:

1. The Division of Forestry of the State Department of Conservation and Natural Resources, the sum of \$1,140,613 for the replacement of emergency response and firefighting equipment and vehicles; and

2. The State Department of Conservation and Natural Resources for the forestry conservation camps, the sum of \$1,795,518 for the replacement of critical equipment and vehicles, including equipment and vehicles used to respond to natural disasters and needed to move crews quickly out of dangerous situations.

**Sec. 2.** Any remaining balance of the appropriation made by section 1 of this act must not be committed for expenditure after June 30, 2017, by the State Department of Conservation and Natural Resources or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 15, 2017, by either the Department or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 15, 2017.

**Sec. 3.** This act becomes effective on July 1, 2015.




Dated 4/2/15  
in NEHS



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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 14, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Scott Ewart, Budget Analyst   
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES –  
DIVISION OF STATE PARKS**

Agenda Item Write-up:

Pursuant to NRS 334.010, the Department of Conservation and Natural Resources, Division of State Parks, requests approval to purchase 11 replacement vehicles in Fiscal Year 2017 in the amount of \$302,058.

Additional Information:

The department seeks approval to purchase 11 replacement vehicles that will be used by state parks personnel to support park operations, field work and transport equipment. The vehicle purchases were legislatively approved in Fiscal Year 2017 in the amount of \$337,290. Legislatively approved vehicle purchase authority totals \$299,266. The shortfall of \$2,792 will be funded from the legislatively approved funding for the purchase of vehicle accessories.

Statutory Authority:

BOE approval required pursuant to NRS 334.010.

<b>REVIEWED:</b> _____
<b>ACTION ITEM:</b> _____

LEO M. DROZDOFF, P.E.  
Director

BRIAN SANDOVAL  
Governor

Address Reply to

Department of Conservation and  
Natural Resources

901 S. Stewart Street,  
Suite 5003  
Carson City, NV 89701-8248

ERIC M. JOHNSON  
Administrator

STATE OF NEVADA

Phone: (775) 684-2770  
Fax: (775) 684-2777  
stpark@parks.nv.gov  
http://parks.nv.gov

Northern Region Office  
16799 Lahontan Dam  
Fallon, NV 89406  
Phone: (775) 867-3001  
Fax: (775) 867-4558



Southern Region Office  
4747 Vegas Drive  
Las Vegas, NV 89108  
Phone: (702) 488-5128  
Fax: (702) 488-6189

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
DIVISION OF STATE PARKS

March 14, 2016

**MEMORANDUM**

To: Scott Ewart, Budget Analyst  
Department of Administration, Budget Division

Through: Eric Johnson, Administrator  
State Parks *EO*

From: Jen Idema, ASO II *JY*


Subject: Approval to purchase vehicles

**RECEIVED**  
MAR 22 2016  
GOVERNOR'S FINANCE OFFICE  
BUDGET DIVISION

Attached is the Board of Examiners Request for Approval to Purchase a State Vehicle form, pursuant to NRS 334.010. In SFY 17 State Parks was legislatively approved to purchase 11 replacement vehicles thru decision unit E710, totaling \$337,290. These vehicles are replacing aged out vehicles in State Parks fleet.

Thank you in advance for your consideration of this request.

**Board of Examiners Request for Approval to Purchase a  
State Vehicle Pursuant to NRS 334.010**

<b>Agency Name:</b> State Parks	<b>Budget Account #:</b> 4162
<b>Contact Name:</b> Jen Idema	<b>Telephone Number:</b> 775-684-2773
<p>Pursuant to NRS 334.010, agencies must receive prior written consent to purchase State vehicles. This applies to all new and used vehicles. Please provide the following information:</p> <p><b>Number of vehicles requested:</b> <u>11</u>                      <b>Amount of the request:</b> <u>\$337,290</u></p> <p><b>Is the requested vehicle(s) new or used:</b> <u>New</u></p> <p><b>Type of vehicle(s) purchasing e.g. compact sedan, intermediate sedan, SUV, pick up, etc.:</b> See Attached Spreadsheet</p> <p><b>Mission of the requested vehicle(s):</b> Replace vehicles as requested in the 16/17 Budget</p>	
<p><b>Were funds legislatively approved for the request?</b></p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><b>If yes, please provide the decision unit number:</b> E710</p> <p><b>If no, please explain how the vehicles will be funded?</b></p>
<p><b>Is the requested vehicle(s) an addition to an existing fleet or replacement vehicle(s):</b></p> <p><input type="checkbox"/> Addition(s)    <input checked="" type="checkbox"/> <u>11</u> Replacement(s)</p>	
<p><b>Does the requested vehicle(s) comply with "Smart Way" or "Smart Way Elite" requirements pursuant to SAM 1308? If not, please explain.</b></p> <p>No, vehicles are to be used in offroad terrain.</p>	
<p><b>Please Complete for Replacement Vehicles Only:</b> (For type of vehicle, i.e., compact sedan, intermediate sedan, SUV, pick up, etc.)</p> <p><b>Current Vehicle Information:</b> Vehicle #1 Model Year: See attached Odometer Reading: Type of Vehicle:</p> <hr/> <p>Vehicle #2 Model Year: See attached Odometer Reading: Type of Vehicle:</p>	<p><b>Does this request meet the replacement schedule criteria pursuant to SAM 1309? If no, explain why the vehicle is being replaced.</b></p> <p>Yes</p> <hr/> <p><b>If the replacement vehicle is an upgrade to the existing vehicle, explain the need for the upgrade.</b></p> <p>N/A</p>
<p><i>Please attach an additional sheet if necessary</i></p>	
<p><b>APPOINTING AUTHORITY APPROVAL:</b></p> <p> _____ <u>Administrator</u> _____ <u>3/16/16</u> _____ Agency Appointing Authority                      Title                      Date</p>	
<p><b>BOARD OF EXAMINERS' APPROVAL:</b></p> <p><input type="checkbox"/> Approved for Purchase    <input type="checkbox"/> Not Approved for Purchase</p> <p>_____ Board of Examiners                      Date</p>	

Revised 7/13/10

FISCAL YEAR 2017 REPLACEMENT EQUIPMENT REQUEST

Budget Account #: 4162

Budget Account Title: Nevada Division of State Parks

BOE Quote #	FY 17 DU	Reg / Park	Leg Approved (L01)	L01 Cost	Agency Proposed Vehicle Replacement	Proposed Vehicle Price	Delta - L01 to Proposed
1	E710	VOFSP	2.8 1/2 ton 4X4 Crew Cab long bed	\$26,600	207 Dodge Ram Crew Cab 1500 4x4	\$28,489.00	\$1,889.00
2	E710	BISP	2.13 3/4 ton 4X4 Crew Cab Short bed	\$27,785	2.9 Ford F150 Extended Cab 4x4	\$27,967.00	\$182.00
3	E710	SVSP	2.13 3/4 ton 4X4 Crew Cab standard	\$28,094	2.13 Ford F250 3.4 ton Crew Cab Short Bed	\$30,619.00	\$2,525.00
4	E710	LSRA	5.2 1/2 4X4 SUV	\$25,309	GMC Terrain AWD 5.2 SUV	\$22,590.00	-\$2,719.00
5	E710	CG	2.8 1/2 ton 4X4 Crew Cab long bed	\$26,600	2.8 Ford F150 1/2 ton Crew Cab Longbed	\$29,081.00	\$2,481.00
6	E710	LSRA	2.13 3/4 ton 4X4 Crew Cab Standard bed	\$27,785	5.7 Dodge 1500 Crew Cab 4x4	\$28,110.00	\$325.00
7	E710	FCSP	2.8 1/2 ton 4X4 Crew Cab long bed	\$26,291	2.12 Ford F250 3/4 ton Std Cab Longbed	\$26,358.00	\$67.00
8	E710	SMR	5.2 4X4 SUV Alternative fuel	\$28,838	5.1 Ford Escape 4x4 SUV	\$26,015.00	-\$2,823.00
9	E710	FCSP	2.8 1/2 TON 4X4 crew cab long bed	\$26,291	5.7 Dodge 1500 Crew Cab 4x4	\$28,110.00	\$1,819.00
10	E710	SMR	2.13 3/4 ton Crew Cab short bed	\$27,785	5.7 Dodge 1500 Crew Cab 4x4	\$27,100.00	-\$685.00
11	E710	VOFSP	3.6 Cab/Chassis 1 Ton	\$27,888	3.1 Dodge Ram 2500 Reg Cab 4x4	\$27,619.00	-\$269.00
<b>vehicles</b>				<b>\$299,266.00</b>	<b>Total</b>	<b>\$302,058.00</b>	<b>\$2,792.00</b>
						<b>Difference</b>	<b>\$2,792.00</b>
						<b>Vehicle Accessory funding available for shortfall</b>	<b>\$35,232.00</b>

Reg/Park Legend

VOFSP, Southern Region=Valley of Fire

BISP, Northern Region=I

SVSP, Southern Region=Spring Valley

LSRA, Northern Region=Lahontan

CG, Southern Region=Cathedral Gorge

FCSP, Northern Region=Fort Churchill

SMR, Southern Region=Spring Mountain Ranch



Equipment Schedule

Date: 4/14/16 8:03 AM

Budget Period: 2015-2017 Biennium (FY16-17)

Budget Account: 4162 DCNR - STATE PARKS

Version: L01 LEGISLATIVELY APPROVED

Schedule: EQUIPMENT

DU	Catg	GL	Equipment Type	Priority	Yr 1 Count	Yr 1 Rate	Yr 1 Total	Yr 2 Count	Yr 2 Rate	Yr 2 Total
E710	05	8310	VEHICLE-FLEET-RNO/CC-5.3 SPORT UTILITY VEH:1/2 TON;4X4;6 DOOR; 5-6 PASS	151	1	33,005.00	33,005	0	33,995.00	0
E710	05	8310	VEHICLE-FLEET-RNO/CC-2.8 TRUCK 4WD 1/2 T;CREW CAB;L BED	150	1	25,525.00	25,525	0	26,291.00	0
E710	05	8310	VEHICLE-ALT FUEL-LV-5.2 SPORT UTILITY VEHICLE: 4X4; 4 DOOR; 4-6 PASS	215	0	27,998.00	0	1	28,838.00	28,838
E710	05	8310	VEHICLE-FLEET-RNO/CC-2.8 TRUCK 4WD 1/2 T;CREW CAB;L BED	170	0	25,525.00	0	1	26,291.00	26,291
E710	05	8310	VEHICLE-FLEET-RNO/CC-2.8 TRUCK 4WD 1/2 T;CREW CAB;L BED	175	0	25,525.00	0	1	26,291.00	26,291
E710	05	8310	VEHICLE-FLEET-LV-2.8 TRUCK 4WD 1/2 TON;CREW CAB;LONG BED	155	0	25,825.00	0	1	26,600.00	26,600
E710	05	8310	VEHICLE-FLEET-LV-2.8 TRUCK 4WD 1/2 TON;CREW CAB;LONG BED	225	0	25,825.00	0	1	26,600.00	26,600
E710	05	8310	VEHICLE-FLEET-LV-2.13 4WD TRUCK 3/4 T;CREW CAB;SHORT BED	195	0	27,276.00	0	1	28,094.00	28,094
E710	05	8310	VEHICLE-FLEET-RNO/CC-2.13 4WD TRUCK 3/4 T;CRW CAB;S BD	190	0	26,976.00	0	1	27,785.00	27,785
E710	05	8310	VEHICLE-FLEET-RNO/CC-2.13 4WD TRUCK 3/4 T;CRW CAB;S BD	210	0	26,976.00	0	2	27,785.00	27,785
E710	05	8280	VEHICLE-FLEET-LV-3.6 4WD CAB&CHASSIS >IT;DRW;>15,000 GVW	185	0	27,076.00	0	1	27,888.00	27,888
E710	05	8310	VEHICLE-FLEET-RNO/CC-5.2 SPORT UTILITY VEHICLE:4X4;4-DOOR;4-6 PASS	200	0	24,572.00	0	1	25,309.00	25,309

Voff # 1

LE  
CREW CAB

**STANDARD PAGE/COST MATRIX - FLEET**  
(Use separate page for each package)

**DEALER NAME: Carson Dodge C**

**Specify State's Vehicle Item Number: 2.7 Dodge Ram Crew Cab 1500 4X2 and 4x4 Short Bed**  
(i.e. 1.1 Sedan, Full size, 4 door, 6 passenger)

Specify MANUFACTURER, MODEL NAME, YEAR & BODY MODEL CODE:	Base Price for RENO/CARSON CITY	Base Price for LAS VEGAS
Ram 1500 CREW SWB, 2016, DS1L98	\$24,000.00	\$24,300.00

**State vehicle miles per gallon (MPG): 17/25**

**State manufactures warranty: 3/36,000 COMPREHENSIVE AND 5/100,000 POWERTRAIN**  
3.6L V-6 with 8Spd Auto Trans

**Includes Minimum Standard Equipment Listed:  Yes  No** If no, state exceptions:

Exterior Color: List available colors:  
Black Forest Green, Blue Streak, Silver, White, Brilliant Black, Flame Red, Granite Crystal, Max Steel, True Blue

Seats, Cloth: List available colors:  
Dark Slate Gray

**GVW: 6800 #** (When Applicable)      **WHEELBASE: 140.0** (When Applicable)

**OPTION PACKAGE PAGE - FLEET**  
(Use separate page for each package)

**DEALER NAME: Carson Dodge C**

**Specify State's Vehicle Item Number: 2.7 Dodge Ram Crew Cab 1500 4x2 and 4x4 Short Bed**  
(i.e. 1.1 Sedan, Full size, 4 door, 6 passenger)

**Option Package Name/Code: Chrome Apperance Group (AED)**      ~~-\$586.00~~

List Equipment Features Below:  
Bright Front Bumper, Bright Grille, Bright Rear Bumper, 17x7.0 Alum Wheels

TOTAL OF OPTIONS FROM NEXT PAGE: \$4,189.<sup>00</sup>

EMS VEHICLE EQUIP: \$5408.<sup>00</sup>

TOTAL PRICE: 33,897.<sup>00</sup>


**ITEMIZED OPTION PAGE - FLEET**

(Use separate page for each package.)

**DEALER NAME: Carson Dodge C**

		DEDUCT AMOUNT
ABS Brake System	STD	\$-
Air Conditioning	STD	\$-
Cruise Control	STD	\$-
Diesel Engine	N/A	\$-
Engine Block Heater w Cover	\$200.00	\$-
Four Wheel Drive (4x4) V-6&Eco Diesel	\$2,495.00	\$-
Four Wheel Drive (4x4) V-8	\$1,695.00	\$-
Hitch Receiver	STD	\$-
Integrated Trailer Brake	\$238.00	\$-
Keyless Entry w/Fob (must have power door locks)	STD	\$-
Limited Slip Differential	\$315.00	\$-
Paint, Metallic	SEE PAINTS	\$-
Power Mirrors	STD	\$-
Power Locks	STD	\$-
Power Seats	N/A	\$-
Power Windows	STD	\$-
Radio: AM/FM Stereo, Cassette Player	AM/FM STD	\$-
Radio: AM/FM Stereo, Cassette Player, CD	CD Player \$166.00	\$-
Rear Window Wiper	N/A	\$-
Seats, Vinyl		\$-
Vinyl Colors: Slate Gray		(-425.00)
Skid Plate	SEE BELOW	\$-
Tilt Steering	STD	\$-
Tire, Spare, Full Size	STD	\$-
Trailer Tow Mirrors W Trailer Brake	\$391.00	\$-
Trailer Tow Package	STD	\$-
Daytime Running Lamps	\$34.00	\$-85.00 Credit if deleted
Tow Hooks with Skid Plate 4x4	\$128.00	
Rear Window Defroster	\$166.00	
LT 265/70R17E ALL TERRAIN TIRES	\$213.00	
3.0 L Eco Diesel	\$8,750.00	
5.7L V-8 Hemi	\$950.00	
Park Assist System Rear	\$213.00	
Parkview Back Up Camera	\$298.00	
Uconnect Hands Free Communication	\$395.00	
32 Gallon Fuel Tank	\$106.00	
Ram Box	\$1,101.00	
Spray In Liner	STD	\$-276.00 Credit if deleted

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$300.00 per unit.

*This page Total: \$4,189.00*

*\$28,489*

#2

STANDARD PAGE/COST MATRIX - FLEET

(Use separate page for each package)

FALLON AUTO MALL-TOM LAMMEL- FLEET MGR.- (775) 423-2171,- tom@fallonautomall.com

2.9a TRUCK FORD F-150 EXTENDED CAB 4X4 PICKUP (X1E)		
Specify MANUFACTURER, MODEL NAME, YEAR & BODY MODEL CODE:	Base Price for RENO/CARSON CITY	Base Price for LAS VEGAS
2.9a TRUCK 1/2 Ton; Full Size; Extended Cab; Short Bed; 4x4 (X1E)	\$24,150	\$24,450
State vehicle miles per gallon (MPG): INFORMATION NOT AVAILABLE		
State manufactures warranty: 3-YEAR/36,000 MILE BB, 5-YEAR/60,000 MILE POWER TRAIN		
Specify engine size and emission rating: 3.5L V6 TIVCTFFV, FEDERAL EMISSIONS RATING		
Includes Minimum Standard Equipment Listed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions: (Refer to page 5 of bid)		
5-GALS FUEL, ALL STANDARD EQUIPMENT, TIRES BALANCED, FRONT END ALIGNED		
HEADLIGHTS ADJ, 2 SETS KEYS, OPERATOR MANUAL, POWER ANTILOCK BRAKES, AIR BAGS,		
TINTED GLASS, MIRRORS, AC, CC, PS, AM/FM CD RADIO, CLOTH SEATS, ALL-SEASON TIRES,		
AUTO TRANS NO EXCEPTIONS		
Exterior Color: List available colors:		
OXFORD WHITE, INGOT SILVER METALLIC, TUXEDO BLACK METALLIC, MAGNET C METALLIC		
BLUE FLAME METALLIC, CARIBOU METALLIC, GREEN GEM METALL C, RACE RED,		
BLUE JEANS METALLIC		
Seats, Cloth: List available colors:		
MEDIUM EARTH GRAY		
GVW: 4X2 - 7000# 4X4 - 7000#		WHEELBASE: 163"
(When Applicable)		(When Applicable)

OPTION PACKAGE PAGE - FLEET

(Use separate page for each package)

FALLON AUTO MALL-TOM LAMMEL- FLEET MGR.- (775) 423-2171,- tom@fallonautomall.com

Specify State's Vehicle Item Number:
2.9a TRUCK: 1/2 Ton; Full Size; Extended Cab; Short Bed 4X4 (X1E)
Option Package Name/Code: 101B PACKAGE \$1,753
List Equipment Features Below: XL POWER EQUIPMENT GROUP (POWER WINDOWS, LOCKS WITH KEY FLOB, MIRRORS), AUTO ON/OFF HEADLAMPS, 4.2" PRODUCTIVITY SCREEN, SYNC WITH BLUE TOOTH CAPABILITY
BACK-UP ALARM \$85
SPRAY-IN BED LINER \$405
FOG LAMPS \$119
RUNNING BOARDS, BLACK PLATFORM \$214
XL POWER EQUIPMENT GROUP \$827
INCLUDES POWER WINDOWS, LOCKS, MANUAL FOLDING POWER MIRRORS, KEY FLOB

B.I.S.P

KEYLESS ENTRY, AUTO LAMPS, CONTROLLABLE DAYTIME RUNNING LIGHTS

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For assistance or other options available call Tom Lammel at (775) 423-2171 Extension 5

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ITEMIZED OPTION PAGE ~ FLEET

(Use separate page for each package)

FALLON AUTO MALL-TOM LAMMEL-FLEET MGR.- (775) 423-2171, tom@fallonautomall.com

		DEDUCT AMOUNT
ABS Brake System	INC	\$-
Air Conditioning	INC	\$-
Cruise Control	INC	(\$192)
Diesel Engine	NA	\$-
Engine Block Heater	\$77	\$-
Four Wheel Drive (4x4)	INC	\$-
Heavy Duty Alternator	INC	\$-
Hitch Receiver	\$678	\$-
Integrated Trailer Brake (3/4 ton only)	\$234	\$-
Keyless Entry w/Fob (must have power door locks)	INC POWER GROUP	\$-
Limited Slip Differential	\$358 TO \$486	\$-
Paint, Metallic	NC	\$-
Power Mirrors	INC POWER GROUP	\$-
Power Locks	INC POWER GROUP	\$-
Power Seats	INC	\$-
Power Windows	INC POWER GROUP	\$-
Radio: AM/FM Stereo, CD	INC POWER GROUP	\$-
Rear Window Wiper	NA	\$-
Seats, Vinyl	NC	
Vinyl Colors: GRAY		
Skid Plate	\$137 4X4 only	\$-
Tilt Steering	INC	\$-
Tire, Spare, Full Size	INC	\$-
Trailer Tow Mirrors	INC TOW PACK	\$-
Trailer Tow Package	\$678	\$-
EXTENDED RANGE FUEL TANK	\$166	\$-

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$1.00 per mile. NC Churchill or Lyon County

\$ 24150  
 1753  
 405  
 678  
 137  
 - 678  
 166

\$ 28081 - Allocated

\$ 27967

SV #3

STANDARD PAGE/COST MATRIX -- BID #8255 FLEET VEHICLES -- UPDATED 2015-0327

(Use separate page for each package)

**DEALER NAME:** JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

**Specify State's Vehicle Item Number:** 2.13, TRUCK, 3/4TON, FULLSIZE, CREW CAB, SHORTBED  
(i.e. 1.1 Sedan, Full size, 4 door, 6 passenger)

<b>Specify MANUFACTURER, MODEL NAME, YEAR &amp; BODY MODEL CODE:</b> 2016 FORD F-250 (W2A/W2B)	<b>Base Price for RENO/CARSON CITY</b> \$25,889	<b>Base Price for LAS VEGAS</b> \$26,189
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**State vehicle miles per gallon (MPG):** NA (EXEMPT)  
**State manufactures warranty:** 3 YRS/38000 MILES  
**Specify alternate fuel engine size and emission rating:** 6.2L V8 GAS SOHC EFI FLEX FUEL  
**Includes Minimum Standard Equipment Listed:** X Yes No If no, state exceptions:

**Exterior Color; List available colors: (CC-CLEARCOAT; CC/M-CLEARCOAT/METALLIC)**

BLUE JEANS CC/M	N1	STERLING GRAY CC/M	UJ
VERMILLION RED CC	F1	INGOT SILVER CC/M	UX
GREEN GEM CC/M	W6	OXFORD WHITE CC	Z1
TUXEDO BLACK CC/M	UH	PALE ADOBE CC/M	LQ

**Seats, Cloth: List available colors:**

GREY

**GVW: 9400#** (When Applicable) **WHEELBASE: 186"** (When Applicable)

OPTION PACKAGE PAGE -- BID #8255 FLEET VEHICLES

(Use separate page for each package)

**DEALER NAME:** JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

**Specify State's Vehicle Item Number:** 2.13, TRUCK, 3/4TON, FULLSIZE, CREW CAB, SHORTBED  
(i.e. 1.1 Sedan, Full size, 4 door, 6 passenger)

**Option Package Name/Code:** XLT \$3,313

**List Equipment Features Below:** INCL 40/20/40 CLOTH BENCH, A/C, AM/FM/CD CARPET, CRUISE, TILT & POWER WINDOWS/LOCKS, HEATED TOW MIRRORS, TRAILER BRAKE CONTROLLER (TBC)

ITEMIZED OPTIONS PAGE -- BID #8255 FLEET VEHICLES

(Use separate page for each package)

**DEALER NAME:** JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

**Specify State's Vehicle Item Number:** 2.13, TRUCK, 3/4TON, FULLSIZE, CREW CAB, SHORTBED  
(i.e. 1.1 Sedan, Full size, 4 door, 6 passenger)

		DEDUCT AMOUNT
ABS Brake System	\$ INCL	\$-
Air Conditioning	\$ INCL	\$-
Cruise Control	\$ INCL	\$-
Diesel Engine (6.7L 4V V8)	\$7,229	\$-
Engine Block Heater	\$64	\$-
Four Wheel Drive (4x4)	\$2,536	\$-
Heavy Duty Alternator (200A, DIESEL ONLY)	\$84	\$-
Hitch Receiver	\$ INCL	\$-
Integrated Trailer Brake	\$ INCL, w/TBC	\$-
Keyless Entry w/Fob	\$ INCL, w/ PWR WINDOWS	\$-
Limited Slip Differential	\$333	\$-
Paint, Metallic	\$ OPTIONAL, N/C	\$-
Power Mirrors	\$ INCL, w/ PWR WINDOWS	\$-
Power Locks	\$ INCL, w/ PWR WINDOWS	\$-

Power Seat, DRIVER ONLY	\$ 826 (XLT ONLY)	\$-
Power Windows	\$942	\$-
Radio, AM/FM Stereo, CD	\$ INCL	\$-
Rear Window Wiper	\$ NA	\$-
Seats, Vinyl	\$ NC	\$-
Vinyl Colors, TAN OR GREY		
Skid Plate (4WD ONLY)		
Tilt Steering	\$85	\$-
Tire Spare, Full Size	\$ INCL	\$-
Trailer Tow Mirrors	\$ INCL	\$-
Trailer Tow Package	\$ INCL	\$-

**ITEMIZED OPTIONS PAGE -- BID #8255FLEET VEHICLES**

(Use separate page for each package)

**DEALER NAME:** JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: <small>(i.e. 11 Sedan; Full size; 4 door; 5 passenger)</small>	2.13, TRUCK, 3/4TON, FULLSIZE, CREW CAB, SHORTBED	
Other		
6.2L V8 GAS SOHC EFI FLEX FUEL	\$ INCL	
40/20/40 SPLIT BENCH SEAT	\$ INCL	\$-
ALL TERRAIN TIRES		\$-
DUAL ALTERNATORS (355A; DIESEL ONLY)	\$389	\$-
REAR STABILIZER BAR	\$324	\$-
ELECTRONIC SHIFT ON FLY (4WD ONLY)	\$137	\$-
SNOW PLOW PREP PKG	\$158	\$-
CAB STEPS, BLACK	\$73	\$-
UPFITTER SWITCHES	\$316	\$-
TRANSMISSION PTO	\$107	\$-
TAILGATE ASSIST & STEP	\$239	\$-
TRAILER BRAKE CONTROLLER (TBC)	\$320	\$-
SPRAY-IN BEDLINER	\$230	\$-
DAYTIME RUNNING LIGHTS	\$405	\$-
SYNC (HANDS FREE PHONE)	\$38	\$-
Other	\$386	\$-
	\$	\$-

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$ 300 per unit mile.

\$ 30,119





2

#5 cb

L01  
26,291  
DU E710

STANDARD PAGE - BID #8255 FLEET VEHICLES - UPDATED 2016-2-20

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 2.8, TRUCK, 1/2TON, FULLSIZE, CREW CAB, LONGBED  
(E.g. 1.1 Bedder, Full size 4 door, 2 passenger)

Specify MANUFACTURER: Base Price for LAS VEGAS  
MODEL NAME, YEAR & BODY MODEL CODE: RENO/CARSON CITY \$24,271  
2016 FORD F-150 (W1C/W1E)

State vehicle miles per gallon (MPG): 15 CITY / 21 HWY  
State manufactures warranty: 3 YRS/36000 MILES  
Specify alternate fuel engine size and emission rating: 5.0L V8 FFV (4WD) on 157" wheelbase ONLY  
Includes Minimum Standard Equipment Listed:  X  Yes  No If no, state exceptions:

Exterior Color: List available colors: (CC=CLEARCOAT, CCM=CLEARCOAT/METALLIC)

DARK BLUE PEARL CCM	DX	STERLING GREY CCM	UJ
VERMILION RED CC	E4	INGOT SILVER CCM	UX
TUXEDO BLACK CCM	UH	OXFORD WHITE CC	YZ

Seats, Cloth: List available colors:

GREY

GVW: 6500# (When Applicable) WHEELBASE: 157" (When Applicable)

OPTION PACKAGE PAGE - BID #8255 FLEET VEHICLES

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 2.8, TRUCK, 1/2TON, FULLSIZE, CREW CAB, LONGBED  
(E.g. 1.1 Bedder, Full size 4 door, 2 passenger)

Option Package Name/Code: XLT Requires (2WD) \$2,485  
List Equipment Features Below: INCL. 40/2040 CLOTH, A/C, AM/FM/CD, CARPET, PW, PL, PM

Option Package Name/Code: XLT Requires (4WD) \$3,360  
List Equipment Features Below: INCL. 40/2040 CLOTH, A/C, AM/FM/CD, CARPET, PW, PL, PM

Option Package Name/Code: XLT COMPLUS PKG (61C61P) (REQUIRES XLT) \$1,151  
List Equipment Features Below: INCL. ADJ. PEDALS, SYNC SYSTEM, PWR SIGNAL MIRRORS, PWR DRIVERS SEAT, REVERSE SENSING SYSTEM, REAR VIEW CAMERA, PWR REAR WINDOW (REQ. TRAILER TOW)

ITEMIZED OPTIONS PAGE - BID #8255 FLEET VEHICLES

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 2.8, TRUCK, 1/2TON, FULLSIZE, CREW CAB, LONGBED  
(E.g. 1.1 Bedder, Full size 4 door, 2 passenger)

		DEDUCT AMOUNT
ABS Brake System	\$ INCL	\$-
Air Conditioning	\$ INCL	\$-
Cruise Control	\$ INCL	\$-
Diesel Engine	\$ NA	\$-
Engine Block Heater	\$77	\$-
Four Wheel Drive (4x4)	\$3,171	\$-
Heavy Duty Alternator (140A)	\$ NA	\$-
Hitch Receiver	\$ INCL w/ TRAILER TOW	\$-
Integrated Trailer Brake (3/4 ton only)	\$ INCL w/ TRAILER TOW	\$-
Keyless Entry w/Fob	\$ INCL w/ PWR Equipment	\$-
Limited Slip Differential	\$401	\$-
Paint, Metallic	\$ NC	\$-
Power Mirrors	\$ INCL w/ PWR Equipment	\$-
Power Locks	\$ INCL w/ PWR Equipment	\$-
Power Seats (DRIVER ONLY)	\$ NA	\$-
Power Equipment	\$998	\$-
Radio, AM/FM Stereo, Cassette Player	\$ NA	\$-
Radio, AM/FM Stereo, CD	\$ INCL	\$-
Rear Window Wiper	\$ NA	\$-
Seats, Vinyl	\$ NC	\$-
Vinyl Colors: BLACK, GREY OR TAN		
Skid Plate	\$137	\$-
TIR Steering	\$ INCL	\$-
Tire, Spare, Full Size	\$ INCL	\$-
Trailer Tow Mirrors	\$ NA	\$-
Trailer Tow Package	\$678	\$-

ITEMIZED OPTIONS PAGE - BID #8255 FLEET VEHICLES

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 2.8, TRUCK, 1/2TON, FULLSIZE, CREW CAB, LONGBED  
(E.g. 1.1 Bedder, Full size 4 door, 2 passenger)

Other:		
V8 3.5L FFV GAS	\$ NA	\$-
V8 5.0L FFV GAS	\$ STD	\$-
V8 3.5L ECO-BOOST GAS (4WD/W1E)	\$341	\$-
V8 3.5L ECO-BOOST GAS (2WD/W1C)	\$1,023	\$-
40/2040 SPLIT BENCH SEAT	\$ INCL	\$-
ALL TERRAIN TIRES	\$ STD	\$-
REAR STABILIZER BAR	\$ NA	\$-
ELEC. SHIFT ON FLY	\$ NA (INCL W/ 5.0L V8 OR 3.5 V8 ECO)	\$-
SNOW PLOW PREP PKG	\$ NA	\$-
CAB STEPS, BLACK	\$214	\$-
UPFITTER SWITCHES	\$ NA	\$-
TRANSMISSION PTO (AUTO TRANS ONLY)	\$ NA	\$-
TAILGATE ASSIST & STEP	\$320	\$-
SPRAY-IN BEDLINER	\$406	\$-
18C CHROME STEP BAR	\$541	\$-
47R FULL RUBBER MAT	\$81	\$-
4X4 OFF ROAD (INCLUDES SKID PLATES)	\$657	\$-
56R REMOTE START	\$188	\$-
56S LED SPOT LIGHTS	\$149	\$-
627 HD PAYLOAD PACKAGE	\$1,445	\$-
655 EXTENDED RANGE TANK	\$188	\$-
76R REV SENSING SYSTEM	\$234	\$-
85P BOX LIGHTING	\$107	\$-
81V 110V/400W OUTLET	\$171	\$-
SYNC COMMUNICATIONS PKG (XL ONLY)	\$385	\$-
BED SLIDE	\$1,010	\$-
ELECTRIC TONNEAU COVER	\$2,185	\$-
SIRIUS SAT. RADIO (6 MOS.)	\$188	\$-
EXTRA KEY & FOB (1)	\$275	\$-
FOG LAMPS	\$119	\$-
DAYTIME RUNNING LIGHTS	\$35	\$-
MAX. TRAILER TOW PKG	\$543	\$-

Delivery charge for other than Reno or Las Vegas (E. Ely) \$300 per unit mile.

\$129,087



Compact disk player: in dash installed	N/A	
Extended warranty	Call Dealer	
Floor Coverings: carpet front and rear	N/A	
Mirrors: Heated driver and passenger outside mirrors Trailer Tow	\$153.00	
Police wiring package: Minstar	N/A	
Roll Stability Control Packages List package options:	ESP System STD	
Spotlights: to be mounted on left and right hand "A" pillar and wired independent of the ignition and individually fused with 10 to 20-amp capacity. To be 6" Unity #225 (equipped with Halogen spot lamp #H7635) or approved equal.	N/A	EACH
Tow package w/class IV hitch/receiver and electronic brake wiring kit with 4-pin and 7-pin wire harness	STD (85.00 Credit if Rer	
Carpet Flooring	\$94.00	
Sat. Radio	\$166.00	
Daytime Running Lamps	\$34.00	
Spray In Bedliner	STD (276.00 Credit if Removed)	
32 Gallon Fuel Tank	\$64.00	
Anti Spin Axle	\$276.00	
Uconnect Handsfree Comm.	\$561.00	
Chrome Appearance Group	\$421.00	
LT 265/70R17E OWL On Off Road Tires	\$213.00	
Ram Cargo Box Mgmt System	\$1,101.00	
Protection Group	\$128.00	
3.92 Axle Ratio	\$43.00	
Power Adjustable Pedals	\$106.00	
Remote Start Group	\$298.00	
Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$ 1.00		per mile.

\$ 26800  
 153  
 64  
 276  
 561  
 213  
 43

\$ 34483 - Allocated

\$ 28110

#7

STANDARD PAGE - BID #8255 FLEET VEHICLES - UPDATED 2016-0327

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-828-3207)

Specify State's Vehicle Item Number: <small>(1 = 11 Seater, Full size 4 door 6 passenger)</small>	2.12, TRUCK, 3/4TON, FULLSIZE, STD CAB, LONGBED		
Specify MANUFACTURER, MODEL NAME, YEAR & BODY MODEL CODE: 2016 FORD F-250 (F2AF2B)	Base Price for RENO/CARSON CITY \$22,589	Base Price for LAS VEGAS \$22,889	
State vehicle miles per gallon (MPG): NA (EXEMPT)			
State manufactures warranty: 3 YRS/36000 MILES			
Specify alternate fuel engine size and emission rating: 6.2L V8 GAS SOHC EFI FLEX FUEL			
Includes Minimum Standard Equipment Listed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No if no, state exceptions:			
Exterior Color: List available colors: (CC=CLEARCOAT; CCM=CLEARCOAT/METALLIC)			
BLUE JEANS CCM	N1	STERLING GRAY CCM	UJ
VERMILLION RED CC	F1	INGOT SILVER CCM	UX
GREEN GEM CCM	W8	OXFORD WHITE CC	Z1
TUXEDO BLACK CCM	UH	PALE ADOBE CCM	LO
Seats, Cloth: List available colors:			
GREY			
GVW: 8800# <small>(When Applicable)</small>		WHEELBASE: 137" <small>(When Applicable)</small>	

OPTION PACKAGE PAGE - BID #8255 FLEET VEHICLES

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-828-3207)

Specify State's Vehicle Item Number: <small>(1 = 11 Seater, Full size 4 door 6 passenger)</small>	2.12, TRUCK, 3/4TON, FULLSIZE, STD CAB, LONGBED		
Option Package Name/Code: XLT			\$2,780
List Equipment Features Below: INCL 40/20/40 CLOTH BENCH, A/C, AM/FM/CD, CARPET, CRUISE, TILT & POWER WINDOWS/LOCKS, HEATED TOW MIRRORS, TRAILER BRAKE CONTROLLER (TBC)			

ITEMIZED OPTIONS PAGE - BID #8255 FLEET VEHICLES

(Use separate page for each package)

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-828-3207)

Specify State's Vehicle Item Number: <small>(1 = 11 Seater, Full size 4 door 6 passenger)</small>	2.12, TRUCK, 3/4TON, FULLSIZE, STD CAB, LONGBED	DEDUCT AMOUNT
ABS Brake System	\$ INCL	\$-
Air Conditioning	\$ INCL	\$-
Cruise Control	\$ INCL	\$-
Diesel Engine (6.7L 4V V8)	\$7,229	\$-
Engine Block Heater	\$64	\$-
Four Wheel Drive (4x4)	\$2,732	\$-
Heavy Duty Alternator (200A, DIESEL ONLY)	\$64	\$-
Hitch Receiver	\$ INCL	\$-
Integrated Trailer Brake	\$ INCL w/TBC	\$-
Keyless Entry w/Fob	\$ INCL w/PWR WINDOWS	\$-
Limited Slip Differential	\$333	\$-
Paint, Metallic	\$ OPTIONAL N/C	\$-
Power Mirrors	\$ INCL w/PWR WINDOWS	\$-
Power Locks	\$ INCL w/PWR WINDOWS	\$-
Power Seat, DRIVER ONLY	\$ 826 (XLT ONLY)	\$-
Power Windows	\$942	\$-
Radio, AM/FM Stereo, CD	\$ INCL	\$-
Rear Window Wiper	\$ NA	\$-

FORT CHURCHILL

Seats, Vinyl	Vinyl Colors, TAN OR GREY	\$ NC	
Skid Plate (4WD ONLY)		\$65	\$-
Tilt Steering		\$ INCL	\$-
Tire, Spare, Full Size		\$ INCL	\$-
Trailer Tow Mirrors		\$ INCL	\$-
Trailer Tow Package		\$ INCL	\$-

ITEMIZED OPTIONS PAGE - BID #8265 FLEET VEHICLES

DEALER NAME: JONES-WEST FORD, RENO, NEVADA (BILL FLETCHER/775-829-3207)

Specify State's Vehicle Item Number: 2.12, TRUCK, 3/4TON, FULLSIZE, STD CAB, LONGBED  
(i.e. 11 Baden, Full size, 4 door, 8 passenger)

Other:			
6.2L V8 GAS SOHC EFI FLEX FUEL	\$ INCL		\$-
40/20/40 SPLIT BENCH SEAT	\$ INCL		\$-
ALL TERRAIN TIRES		\$389	\$-
DUAL ALTERNATORS (355A, DIESEL ONLY)		\$324	\$-
REAR STABILIZER BAR		\$137	\$-
ELECTRONIC SHIFT ON FLY (4WD ONLY)		\$158	\$-
SNOW PLOW PREP PKG		\$73	\$-
CAB STEPS, BLACK		\$318	\$-
UPFITTER SWITCHES		\$107	\$-
TRANSMISSION PTO		\$239	\$-
TAILGATE ASSIST & STEP		\$320	\$-
TRAILER BRAKE CONTROLLER (TBC)		\$230	\$-
SPRAY-IN BEDLINER		\$405	\$-
DAYTIME RUNNING LIGHTS		\$38	\$-
SYNC (HANDS FREE PHONE)		\$388	\$-
Other:	\$		\$

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$ 300 per unit mths.

\$ 22589  
 2732  
 333  
 85  
 389  
 230  


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 \$ 26358

\$ 26587 - Allocated

SMR # 8

**STANDARD PAGE ~ BID# 8255 FLEET VEHICLES**

[fleet@fordcountrylv.com](mailto:fleet@fordcountrylv.com)

**DEALER NAME:**Ford Country      Tom Craddock      702-558-8064

<b>Specify State's Vehicle Item Number:</b> 5.1 Sport Utility Vehicle: 4x4; 4 Door; 4-6 passengers (page 1)		
<b>Please provide MSRP pricing: \$27,745</b>		
<b>Specify MANUFACTURER, MODEL NAME, YEAR &amp; BODY MODEL CODE:</b>	<b>Base Price for RENO/CARSON CITY</b>	<b>Base Price for LAS VEGAS</b>
Ford, Escape, 2017 (U9G)	\$24,739.00	\$24,339.00
<b>State vehicle miles per gallon (MPG) 22 city / 30 hwy</b>		
<b>State manufactures warranty: 3yr - 36k bumper to bumper / 5yr - 60k powertrain</b>		
<b>Specify engine size and emission rating: 1.5L EcoBoost I-4</b>		
<b>Includes Minimum Standard Equipment Listed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions:</b>		
<b>Exterior Color: List available colors:</b>		
Canyon Ridge, Lightning Blue, Magnetic, Shadow Black, White Gold, Oxford White, Ingot Silver		
<b>Seats, Cloth: List available colors:</b>		
Medium Light Stone/Charcoal Black		
<b>GVW: N/A</b>	<b>WHEELBASE:103"</b>	
(When Applicable)	(When Applicable)	

**ITEMIZED OPTION PAGE ~ BID# 8255 FLEET VEHICLES**

Specify State's Vehicle Item Number: 5.1 Sport Utility Vehicle: 4x4; 4 Door; 4-6 passengers (page 3)

DEALER NAME: Ford Country      Tom Craddock      702-558-8064  
 fleet@fordcountrylv.com

		DEDUCT AMOUNT
ABS Brake System	standard	\$-
Air Conditioning	standard	\$-
Cruise Control	standard	\$-
Cargo Protector	\$79	\$-
Engine Block Heater	\$32	\$-
2 Wheel Drive		(\$1,050)
SYNC Bluetooth	standard	\$-
Hitch Reciever (requires 2.0L EcoBoost)	\$462	\$-
All Weather Floor Mats	\$70	\$-
Additional Key With Fob	\$185	\$-
Cargo Area Protector	\$84	\$-
Remote Start	\$467	\$-
Power Mirrors	standard	\$-
Power Windows & Door Locks	standard	\$-
Splash Guards	\$179	\$-
Daytime Running Lamps	\$42	\$-
Interior Cargo Cover	\$126	\$-
Radio; AM/FM Stereo, CD	standard	\$-
Rear Window Wiper	standard	\$-
Seats, Cloth Colors: Stone/Charcoal		
		\$-
Tilt Steering	standard	\$-
Power Liftgate	\$462	\$-
Reverse Sensors	\$228	\$-
Roof Rail Crossbars	\$135	\$-
2.0L EcoBoost Engine	\$1,214	\$-

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$ 1.00 per mile.

*\$26,015*

#9

**STANDARD PAGE FOR POLICE VEHICLES**

(Use separate page for each package)

DEALER NAME: Carson Dodge C

Specify State's Vehicle Item Number: 1.1A SSV Pickup Truck Ram 1500 Crew 4x4		
<small>(i.e. 1.1 Sedan: Full size; 4 door; 6 passenger)</small>		
Specify MANUFACTURER, MODEL NAME, YEAR & BODY MODEL CODE:	Base Price for RENO/CARSON CITY	Base Price for LAS VEGAS
Ram 1500 Crew, 2016, DS8T98	\$26,800.00	\$27,100.00
State vehicle miles per gallon (MPG): 15/21; 5.7 Hemi V-8		
State manufactures warranty: 3/36,000 Comp and 6/100,000 Powertrain		
Options Package Name/Code: Special Services Package (AHE) 26D Package		
List Equipment Features Below:		
115V Aux. Power Outlet, 220 AMP Alternator, Additional Key Fob, Engine Oil Cooler, Power Drivers		
10 Way Seat, Power Lumbar Adjust, Remote Keyless Entry, Engine Hour Meter, Idle Hour Meter,		
Spot Light Wiring Prep., Center Console Delete, Aux. Dome Lamp, Certified Speedometer,		
Elect Shift on Fly T/Case, GVW 6800#, Upfitter Elect Module		

**ITEMIZED OPTION PAGE ~ POLICE VEHICLES**

(Use separate page for each package)

DEALER NAME: Carson Dodge C

Specify State's Vehicle Item Number: 1.3 SSV Pickup Truck Ram 1500 Crew 4x4		
<small>(i.e. 1.1 Sedan: Full size; 4 door; 6 passenger)</small>		
		DEDUCT AMOUNT
Delete 4-wheel drive system	4x4 STD	\$
Delete Spotlights		\$
4x4 Off Road Packages; List Options:	4x4 STD	
Additional window tinting (20% carbon film side and rear windows)	N/A	
Bumper: Rear bumper will be equipped with reverse sensing system alerting the driver to obstacles while backing up	\$298.00 Camera	

FORT CHURCHILL L.E.



Compact disk player: in dash installed	N/A	
Extended warranty	Call Dealer	
Floor Coverings: carpet front and rear	N/A	
Mirrors: Heated driver and passenger outside mirrors Trailer Tow	\$153.00	
Police wiring package: Minstar	N/A	
Roll Stability Control Packages List package options:	ESP System STD	
Spotlights: to be mounted on left and right hand "A" pillar and wired independent of the ignition and individually fused with 10 to 20-amp capacity. To be 6" Unity #225 (equipped with Halogen spot lamp #H7635) or approved equal.	N/A	EACH
Tow package w/class IV hitch/receiver and electronic brake wiring kit with 4-pin and 7-pin wire harness	STD (85.00 Credit if Rer	

Carpet Flooring	\$94.00
Sat. Radio	\$166.00
Daytime Running Lamps	\$34.00
Spray In Bedliner	STD (276.00 Credit if Removed)
32 Gallon Fuel Tank	\$64.00
Anti Spin Axle	\$276.00
Uconnect Handsfree Comm.	\$561.00
Chrome Appearance Group	\$421.00
LT 265/70R17E OWL On Off Road Tires	\$213.00
Ram Cargo Box Mgmt System	\$1,101.00
Protection Group	\$128.00
3.92 Axle Ratio	\$43.00
Power Adjustable Pedals	\$106.00
Remote Start Group	\$298.00

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$ 1.00 per mile.

\$26800

153

64

276

561

213

43

\$28110

\$32300 - Allocated



Compact disk player: in dash installed	N/A	
Extended warranty	Call Dealer	
Floor Coverings: carpet front and rear	N/A	
Mirrors: Heated driver and passenger outside mirrors Trailer Tow	\$153.00	
Police wiring package: Minstar	N/A	
Roll Stability Control Packages List package options:	ESP System STD	
Spotlights: to be mounted on left and right hand "A" pillar and wired independent of the ignition and individually fused with 10 to 20-amp capacity. To be 6" Unity #225 (equipped with Halogen spot lamp #H7635) or approved equal.	N/A	EACH
Tow package w/class IV hitch/receiver and electronic brake wiring kit with 4-pin and 7-pin wire harness	STD (85.00 Credit if Rer	
Carpet Flooring	\$94.00	
Sat. Radio	\$166.00	
Daytime Running Lamps	\$34.00	
Spray In Bedliner	STD (276.00 Credit if Removed)	
32 Gallon Fuel Tank	\$64.00	
Anti Spin Axle	\$276.00	
Uconnect Handsfree Comm.	\$561.00	
Chrome Apperance Group	\$421.00	
LT 265/70R17E OWL On Off Road Tires	\$213.00	
Ram Cargo Box Mgmt System	\$1,101.00	
Protection Group	\$128.00	
3.92 Axle Ratio	\$43.00	
Power Adjustable Pedals	\$106.00	
Remote Start Group	\$298.00	
Delivery charge for other than Reno or Las Vegas (i.e. Ely)	\$ 1.00	per mile.

Voff # 11  
 3/4 ton Chassis  
 FIELD TRUCK

**STANDARD PAGE/COST MATRIX - FLEET**

(Use separate page for each package)

**DEALER NAME: Carson Dodge**

<b>Specify State's Vehicle Item Number: 3.1 Dodge Ram 2500 Regular Cab Chassis 4x2-4x4</b>		
<small>(i.e. 1.1 Sedan, Full size, 4 door, 6 passenger)</small>		
<b>Specify MANUFACTURER, MODEL NAME, YEAR &amp; BODY MODEL CODE:</b>	<b>Base Price for RENO/CARSON CITY</b>	<b>Base Price for LAS VEGAS</b>
Dodge Ram 2500 Chassis, 2016, DJ2L62	\$21,400.00	\$21,700.00
<b>State vehicle miles per gallon (MPG): N/A HD Truck</b>		
<b>State manufactures warranty: 3/36,000 COMPREHNSIVE AND 5/100,000 POWERTRAIN</b>		
<b>Specify engine size and emission rating: 5.7 LITER V-8; HD ULEV II</b>		
<b>Includes Minimum Standard Equipment Listed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions:</b>		
<b>Exterior Color: List available colors:</b>		
Black Forest Green, Blue Streak, Silver, White, Brilliant Black, Delmonico Red, Flame Red, Granite Crystal, Lux Brown, Max Steel, True Blue		
Special production color available for \$383.00-Call dealer for colors.		
<b>Seats, Cloth: List available colors:</b>		
Dark Slate Gray		
<b>GVW: 8550 #</b>	<b>WHEELBASE: 140.0</b>	
(When Applicable)	(When Applicable)	

**OPTION PACKAGE PAGE - FLEET**

(Use separate page for each package)

**DEALER NAME: Carson Dodge**

<b>Specify State's Vehicle Item Number: 3.1 Dodge Ram 2500 Chassis Cab 4x2-4x4</b>
<small>(i.e. 1.1 Sedan, Full size, 4 door, 6 passenger)</small>
<b>Option Package Name/Code:</b>
List Equipment Features Below:
<b>Power Accessory Group (AJW) \$463.00</b>
Power Windows, Power Door Locks, Power Mirrors
<del>Power and Remote Entry Group (AJH) \$625.00</del>

OPTION TOTAL FROM ALL PAGES: 2,329.<sup>00</sup>  
 FLAT BED: 3,590.<sup>00</sup>  
 TOTAL PRICE: 2,769.<sup>00</sup>

Power Windows, Power Door Locks, Power Mirrors, Keyless Entry

**ITEMIZED OPTION PAGE ~ FLEET**

(Use separate page for each package)

**DEALER NAME: Carson Dodge**

		DEDUCT AMOUNT
ABS Brake System	STD	\$-
Air Conditioning	STD	\$-
Cruise Control	STD	\$-
Diesel Engine	N/A	\$-
Engine Block Heater	\$77.00	\$-
Four Wheel Drive (4x4)	\$2,595.00	\$-
Heavy Duty Alternator	\$85.00	\$-
Hitch Receiver	See Upfit Options	\$-
Integrated Trailer Brake (3/4 ton only)	\$238.00	\$-
Keyless Entry w/Fob (must have power door locks)	See Groups	\$-
Limited Slip Differential	\$315.00	\$-
Paint, Metallic	SEE PAINTS	\$-
Power Mirrors	SEE GROUP	\$-
Power Locks	SEE GROUP	\$-
Power Seats	N/A	\$-
Power Windows	SEE GROUP	\$-
Radio; AM/FM Stereo	STD	\$-
Radio; AM/FM Stereo W/Single CD Player	\$166.00	\$-
Rear Window Wiper	N/A	\$-
Seats, Vinyl		(-\$425.00)
Vinyl Colors: SLATE GRAY		
Skid Plate w Tow Hooks 4x4	\$85.00	\$-
Tilt Steering	STD	\$-
Tire, Spare, Full Size-1	\$213.00	\$-
Trailer Tow Mirrors	\$153.00	\$-
Trailer Tow Package	See Upfit Options	\$-
Daytime Running Lamps	\$34.00	
LT 275/70R18E ON OFF ROAD TIRES	\$191.00	
Rear Window Defroster	\$166.00	
HD Snow Plow Prep 4x4	\$115.00	
Electronic Transfer Case Switch	\$208.00	
Chrome Tube Steps	\$446.00	
Aux Upfitter Switches I/P Mounted	\$111.00	
Park View Rear Back Up Camera	\$170.00	
Dual Alternators	\$336.00	
Electronic Mont. Module	\$276.00	

Upfitter VISM Module	\$276.00	
6.4L Hemi V-8	\$1,185.00	
Uconnect Handsfree Communication	\$646.00	\$-

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$300.00 per unit.

**3.1-3.7 TRUCK BODIES FOR CAB CHASSIS**

**STATE OF NEVADA RFP # 8255**

**CARSON DODGE CHRYSLER, INC.**

**PAGE. 2**

**14 FT SERVICE BODY WITH TOP OPENING LIDS**  
**\$10,495.00**

**OPTIONS:**

**HEAVY DUTY TAPPED FORKLIFT LOADABLE RACK \$1,400.00**  
**3 PIECE BED ENCLOSURE \$1,925.00**  
**MASTER LOCK SYSTEM \$795.00**  
**BACK UP ALARM \$195.00**  
**TOMMY GATE 1600# \$3,500.00**  
**56" HIGH COMPARTMENTS \$1,450.00**  
**CLASS IV HITCH WITH WIRING \$ 650.00**  
**VENTURO MAST CRANES; CT2003/FB \$4,025.00 OR CT2004/FB \$4,265.00**

**HARBOR FLAT BEDS**

**9'L X 8'W WITH SQUARE HEADBOARD**

**\$3,590.00**

**12'L X 8' W WITH SQUARE HEADBOARD**

**\$3,705.00**

**14'L X 8'W WITH SQUARE HEADBOARD**

**\$4,000.00**

**16'L X 8' W WITH SQUARE HEADBOARD**

**\$4,900.00**

**OPTIONS:**

**TAPPED HEADBOARD \$80.00**  
**UNDERSIDE BOXES \$480.00 EACH**  
**CLASS IV HITCH WITH WIRING \$650.00**  
**BACK UP ALARM \$195.00**  
**TOMMY GATE 1600# \$3,500.00**  
**40" WOOD GATES 9FT-\$850.00; 12FT-\$990.00; 14FT-\$1,140.00; 16FT-\$1,395.00**

Brian Sandoval  
Governor




James R. Wells, CPA  
State Budget Director

Janet Murphy  
Deputy State Budget Director

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Budget Division*

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 18, 2016  
To: James R. Wells, Clerk of the Board  
Department of Administration  
From: Nikki Hovden, Budget Analyst   
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES - DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**

Agenda Item Write-up:

Pursuant to NRS 333.705, subsection 1, the Department of Health and Human Services, Division of Public and Behavioral Health requests authority to contract with a current Psychiatrist at the University of Nevada School of Medicine to provide independent medical examiner competence to stand trial evaluations for individuals at the Southern Nevada Adult Mental Health Services inpatient forensic unit on an as needed basis.

Additional Information:

The division is requesting to extend their contract through June 30, 2017 with Dr. Gregory Brown which was approved at the April Board of Examiners meeting under the emergency provision of NRS 333.705. The division will continue to recruit for qualified forensic mental health professionals; however, there is an immediate need for these services and experienced forensic practitioners are very difficult to hire. The division would like to retain the services of Dr. Brown until such time that a qualified, experienced forensic mental health provider can assume the duties of forensic evaluations to admit patients and expedite prompt restorative treatment.

Statutory Authority:

NRS 333.705

REVIEWED:   
ACTION ITEM: \_\_\_\_\_



STATE OF NEVADA

BRIAN SANDOVAL  
Governor

RICHARD WHITLEY, MS  
Director



CODY L. PHINNEY, MPH  
Administrator

LEON RAVIN, MD  
Acting Chief Medical Officer

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH

4150 Technology Way, Suite 300  
Carson City, NV 89706

Telephone: (775) 684-4200 · Fax: (775) 684-4211

August 31, 2015

To: Nikki Hovden, Budget Analyst  
Department of Administration

Through: Richard Whitley, MS, Director  
Department of Health and Human Services

From: Cody L. Phinney, MPH, Administrator  
Division of Public and Behavioral Health

Subject: Board of Examiners  
NRS 333.705 (AB 240) Approval to Continue Services

*Handwritten signature: DH for AN*

*Handwritten initials: CP*

RECEIVED

APR 14 2016

GOVERNOR'S FINANCE OFFICE  
BUDGET DIVISION

NRS 333.705 precludes contracting with a person who is a current employee of a state agency or a former employee of a state agency within the past two years without Board of Examiner review and/or approval. These provisions also apply to employment through a temporary employment agency. Approval of the BOE requires the BOE to determine the person provides services that are not provided by any other employee of the using agency or for which a critical labor shortage exists or that there is a short-term need or unusual economic circumstance that exists.

The Division of Public and Behavioral Health (DPBH) is requesting approval to continue services with two current Nevada State Higher Education (NSHE) part-time employees that were approved for emergency exemption at April's Board of Examiner meeting. Dr. Gregory Brown, Director of Residency Training at the University of Nevada, School of Medicine and Dr. Michelle Paul, Director and Associate professor in Residence at the University of Nevada, Las Vegas, both specialize in Forensic Psychiatry/Psychology. Forensic Psychiatry/Psychology is a specialized mental health field, making experienced professionals difficult to find.

DPBH will continue to endeavor to recruit qualified forensic mental health professionals; however, the immediate need still exists for these services. DPBH would like to retain the services of Dr. Brown and Dr. Paul until such a time that qualified, experienced forensic mental health providers can assume the duties and responsibilities currently being provided by the above-mentioned current NSHE employees.

We respectfully ask that these items be placed on the upcoming May BOE agenda.

## Authorization to Contract with a Current Employee

**Employee Name:** Gregory P. Brown, M.D.  
**Employee ID number:** \_\_\_\_\_  
**Job Title:** Director of Residency Training  
**Current Agency:** University of Nevada School of Medicine  
**Current class and grade:** Unclassified, UNSOM Position  
**Employment Dates:** \_\_\_\_\_  
**Contracting Agency:** Southern Nevada Adult Mental Health Services

<p>Please check which of the following applies:</p> <p><input checked="" type="checkbox"/> Contract is with a current State employee (contractor) or a temporary employment agency providing a current employee. Please complete steps a-l below.</p> <p><input type="checkbox"/> Contract is with an entity (contractor) other than a temporary employment agency that employs a current State employee who will be performing any or all of the contracted services. Please complete all steps except f-h below.</p>	
a. Summarize scope of contract work.	Dr. Brown will be completing competency evaluations for Southern Nevada Adult Mental Health Services-Forensic Services.
b. Document the employee's current job description.	Director of Residency Training for the School of Medicine
c. Explain how this differs from current State duties.	Dr. Brown is being hired as he is an experienced forensic psychiatrist who has conducted forensic psychiatric competency evaluations for the court system
d. Explain why existing State employees within your agency cannot perform this function.	We are severely understaffed. There has been great difficulty finding candidates that meet our qualifications and will accept reimbursement paid by the State of Nevada. Recruitment for these positions has been occurring for over 6 months and to date, no candidates have been hired. Dr. Brown is essential to our ability to complete evaluations in a timely manner to comply with court mandates
e. Document if the individual overseeing or establishing the contract is related to the contractor – if so; explain relationship and why this would not violate NAC 284.750.	N/A
f. List contractor's hourly rate.	\$165 per hour

g. List the range of comparable State employee rates.	The Licensed Psychiatrist rate is \$85.57
h. Justify contract rate if it exceeds the maximum employee/employer rate paid for a comparable State position by more than 10 percent.	His expertise, experience and ability to complete competency evaluations is vital to our ability to complete evaluations in a timely manner. The contract rate for Dr. Brown is consistent with other contracted psychiatrists in the State.
i. Identify the date and time the contract work will be performed.	The contract work will be performed on an as needed basis and includes the flexibility to accomplish the duties outside his part-time, routine UNSOM hours.
j. Identify the State employee's work schedule.	The contract work will be performed on an as needed basis and includes the flexibility to accomplish the duties outside his part-time, routine UNSOM hours.
k. Document the controls that will be in place to ensure contract work will not occur during State work or sick time.	Dr. Brown will submit invoices directly to the Statewide Medical Director with date and time spent noted. The Medical Director will be required to approve invoices in advance of payment to ensure compliance.
l. Document the justification for hiring contractor.	The State and Southern Nevada Adult Mental Health Services is under a consent decree with the courts to reduce the waitlist for inmates needing to be transferred for competency restoration. The waitlist must reach 0 by March 1 and then we are required to maintain timely transfer inmates, that is within 7 days of the court order. To accomplish these mandates, competency evaluation is an integral part of the system. Once an individual is placed in the custody of our hospital, multiple competency evaluations are required to determine their status and whether the patient will be recommitted or discharged back to the jail.

Comments:

*Cody R. Ramsey*

---

*Contracting Agency Head's Signature and Date*

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*Budget Analyst*

---

*Clerk of the Board of Examiners*

## Secondary Employment Disclosure

**Employee Name:** Gregory P Brown, MD  
**Employee ID number:** \_\_\_\_\_  
**Name of Secondary Employer:** Gregory P Brown, M.D., Professional Corp. and UNSOM  
(If self employed, enter the business name)  
**Address of Secondary Employer/Self Employment:** 5120 Tennis Court Street W, Las Vegas, NV 89120  
**Secondary Employer Phone Number:** \_\_\_\_\_

Describe the nature of the work performed by the secondary employer or self employment business.	I'm a psychiatrist and forensic psychiatrist. My work for the state is limited to competence evaluations a few hours a week. UNSOM is 50% and limited to residency training director responsibilities only.
Might this activity require or induce you to disclose controlled information obtained as part of your job or impair your independence or ethics?	No.
List the specific duties, functions, and activities that you personally will perform for the secondary employer or in the self-employment business.	Psychiatric evaluations for various third parties.
Document your work schedule with the secondary/self employment; how many and what hours weekly; what your State work schedule is; how many and what hours you will work weekly. Will this conflict with your State work hours?	My state work schedule is limited to competence to stand trial evaluations for individuals on the forensic unit. I come to perform these evaluations only when one is needed by the state. There is no conflict of hours as these are scheduled as needed.
If applicable, list provider agreements, brief scope of services, and associated State agencies.	I perform guardianship evaluations as requested by Nevada Dept of Aging, also on an as needed basis. I'm part time at the school of medicine.

Comments:

**Employee statement**

GB I certify that my outside employment does not present a conflict with my State employment. The employment may not be construed as an extension of my duties or responsibilities with the State. I will devote my full time, attention and effort to State employment during official duty hours and not to contractual obligations. If a potential conflict arises, I will notify my supervisor and agency head, within three business days. I agree to submit a new application for approval by July 1 of each year, or within 30 days of a change in outside employment status.

**Employee's agency head shall check one of the following statements:**

I have reviewed the information provided on this form and determined that this secondary employment **DOES NOT** present a real or potential conflict of interest to the State of Nevada.  
 I have reviewed the information provided on this form and determined that this secondary employment **DOES** present a real or potential conflict of interest to the State of Nevada.

  
\_\_\_\_\_

*Employee's Signature and Date*

  
\_\_\_\_\_

*Agency Head's Signature and Date*

Brian Sandoval  
Governor



James R. Wells, CPA  
State Budget Director


Janet Murphy  
Deputy State Budget Director

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Budget Division***

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 18, 2016

To: James R. Wells, Clerk of the Board  
Department of Administration

From: Nikki Hovden, Budget Analyst   
Budget Division

Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES - DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**

Agenda Item Write-up:

Pursuant to NRS 333.705, subsection 1, the Department of Health and Human Services, Division of Public and Behavioral Health requests authority to contract with a current Director and Associate Professor in Residence, Department of Psychology at the University of Nevada, Las Vegas to provide competency evaluations and neuropsychological evaluations to determine competency status for individuals at the Southern Nevada Adult Mental Health Services forensic unit on an as needed basis.

Additional Information:

The division is requesting to extend their contract through June 30, 2017 with Dr. Michelle G. Paul which was approved at the April Board of Examiners meeting under the emergency provision of NRS 333.705. The division will continue to recruit for qualified forensic mental health professionals; however, there is an immediate need for these services and experienced forensic practitioners are very difficult to hire. The division would like to retain the services of Dr. Brown until such time that a qualified, experienced forensic mental health provider can assume the duties of forensic evaluations to admit patients and expedite prompt restorative treatment.

Statutory Authority:

NRS 333.705

<p><b>REVIEWED:</b> <u>JM</u></p> <p><b>ACTION ITEM:</b> _____</p>
--



STATE OF NEVADA

BRIAN SANDOVAL  
Governor

RICHARD WHITLEY, MS  
Director



CODY L. PHINNEY, MPH  
Administrator

LEON RAVIN, MD  
Acting Chief Medical Officer

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH

4150 Technology Way, Suite 300  
Carson City, NV 89706

Telephone: (775) 684-4200 · Fax: (775) 684-4211

August 31, 2015

To: Nikki Hovden, Budget Analyst  
Department of Administration

Through: Richard Whitley, MS, Director  
Department of Health and Human Services

From: Cody L. Phinney, MPH, Administrator  
Division of Public and Behavioral Health

Subject: Board of Examiners  
NRS 333.705 (AB 240) Approval to Continue Services

*Handwritten signature: DH for AN*

*Handwritten initials: CP*

**RECEIVED**

APR 14 2016

GOVERNOR'S FINANCE OFFICE  
BUDGET DIVISION

NRS 333.705 precludes contracting with a person who is a current employee of a state agency or a former employee of a state agency within the past two years without Board of Examiner review and/or approval. These provisions also apply to employment through a temporary employment agency. Approval of the BOE requires the BOE to determine the person provides services that are not provided by any other employee of the using agency or for which a critical labor shortage exists or that there is a short-term need or unusual economic circumstance that exists.

The Division of Public and Behavioral Health (DPBH) is requesting approval to continue services with two current Nevada State Higher Education (NSHE) part-time employees that were approved for emergency exemption at April's Board of Examiner meeting. Dr. Gregory Brown, Director of Residency Training at the University of Nevada, School of Medicine and Dr. Michelle Paul, Director and Associate professor in Residence at the University of Nevada, Las Vegas, both specialize in Forensic Psychiatry/Psychology. Forensic Psychiatry/Psychology is a specialized mental health field, making experienced professionals difficult to find.

DPBH will continue to endeavor to recruit qualified forensic mental health professionals; however, the immediate need still exists for these services. DPBH would like to retain the services of Dr. Brown and Dr. Paul until such a time that qualified, experienced forensic mental health providers can assume the duties and responsibilities currently being provided by the above-mentioned current NSHE employees.

We respectfully ask that these items be placed on the upcoming May BOE agenda.

## Authorization to Contract with a Current Employee

<b>Employee Name:</b>	<b>Michelle G. Paul, Ph.D.</b>
<b>Employee ID number:</b>	
<b>Job Title:</b>	<b>Director &amp; Associate Professor in Residence</b>
<b>Current Agency:</b>	<b>University of Nevada, Las Vegas</b>
<b>Current class and grade:</b>	<b>Unclassified, NSHE Position</b>
<b>Employment Dates:</b>	
<b>Contracting Agency:</b>	<b>Southern Nevada Adult Mental Health Services</b>

<p>Please check which of the following applies:</p> <p><input checked="" type="checkbox"/> Contract is with a current State employee (contractor) or a temporary employment agency providing a current employee. Please complete steps a-l below.</p> <p><input type="checkbox"/> Contract is with an entity (contractor) other than a temporary employment agency that employs a current State employee who will be performing any or all of the contracted services. Please complete all steps except f-h below.</p>	
a. Summarize scope of contract work.	Dr. Paul will be completing competency evaluations for Southern Nevada Adult Mental Health Services-Forensic Services. As needed, she will also complete neuropsychological evaluations necessary to determine competency status
b. Document the employee's current job description.	Director & Associate Professor in Residence, Department of Psychology
c. Explain how this differs from current State duties.	Dr. Paul is being hired as she is an experienced neuropsychologist who has conducted forensic psychological and neuropsychological evaluations for the court system
d. Explain why existing State employees within your agency cannot perform this function.	We are severely understaffed. The forensic psychology department has 2 (of 4) Licensed Psychologist I positions open. There has been great difficulty finding candidates that meet our qualifications and will accept reimbursement paid by the State of Nevada. Recruitment for these positions has been occurring for over 6 months and to date, 1 person has been hired and 1 existing state Psychologist was re-assigned to assist with coverage. Dr. Paul is essential to our ability to complete evaluations in a timely manner to comply with court mandates
e. Document if the individual overseeing or establishing the contract is related to	N/A

the contractor – if so; explain relationship and why this would not violate NAC 284.750.	
f. List contractor's hourly rate.	\$125 per hour
g. List the range of comparable State employee rates.	There are no licensed forensic psychologist/licensed neuropsychologist positions listed currently in the State. Licensed psychologist rates are: \$32.74 – \$51.81
h. Justify contract rate if it exceeds the maximum employee/employer rate paid for a comparable State position by more than 10 percent.	Her expertise, experience and ability to complete competency evaluations is vital to our ability to complete evaluations in a timely manner. Private practice licensed forensic psychologists/neuropsychologists in the community charge \$240-\$300 per hour. The requested contract rate for Dr. Paul is much less than she could charge privately to complete such evaluations.
i. Identify the date and time the contract work will be performed.	The contract work will be performed on an as needed basis and includes the flexibility to accomplish the duties outside her routine UNLV school hours.
j. Identify the State employee's work schedule.	The contract work will be performed on an as needed basis and includes the flexibility to accomplish the duties outside her routine UNLV school hours.
k. Document the controls that will be in place to ensure contract work will not occur during State work or sick time.	Dr. Paul will be required to utilize a coded key card to enter and exit the units in which she will perform her duties. The contract monitor will pull a random sample of key card records on a monthly basis and review for appropriate use of time
l. Document the justification for hiring contractor.	The State and Southern Nevada Adult Mental Health Services is under a consent decree with the courts to reduce the waitlist for inmates needing to be transferred for competency restoration. The waitlist must reach 0 by March 1 and then we are required to maintain timely transfer inmates, that is within 7 days of the court order. To accomplish these mandates, competency evaluation is an integral part of the system. Once an individual is placed in the custody of our hospital, multiple competency evaluations are required to determine their status and whether the patient will be recommitted or discharged back to the jail.

[Empty rectangular box]

Comments:

*Cody R. Runney*

*Contracting Agency Head's Signature and Date*

*Budget Analyst*

*Clerk of the Board of Examiners*

## Secondary Employment Disclosure

**Employee Name:** Michelle G. Paul, Ph.D.  
**Employee ID number:** \_\_\_\_\_  
**Name of Secondary Employer:** Michelle Gendebien Paul  
(If self employed, enter the business name)  
**Address of Secondary Employer/Self Employment:** 4505 Maryland Pkwy, Box 455030, LV, NV 89154  
**Secondary Employer Phone Number:** 702-895-1532

Describe the nature of the work performed by the secondary employer or self employment business.	Forensic psychology and forensic competency evaluations.
Might this activity require or induce you to disclose controlled information obtained as part of your job or impair your independence or ethics?	No.
List the specific duties, functions, and activities that you personally will perform for the secondary employer or in the self-employment business.	Forensic competency evaluations to determine competence to stand trial for individuals on the forensic units of Stein and Rawson Neal hospitals.
Document your work schedule with the secondary/self employment; how many and what hours weekly; what your State work schedule is; how many and what hours you will work weekly. Will this conflict with your State work hours?	The schedule will be on an as needed basis and will allow for the flexibility to perform these duties outside usual UNLV business hours.
If applicable, list provider agreements, brief scope of services, and associated State agencies.	Current provider agreement with Southern Nevada Adult Mental Health Services to perform forensic competence evaluations.

Comments:

RECEIVED

FEB 16 2016

SNAMHS HUMAN RESOURCES

**Employee statement**

MP I certify that my outside employment does not present a conflict with my State employment. The employment may not be construed as an extension of my duties or responsibilities with the State. I will devote my full time, attention and effort to State employment during official duty hours and not to contractual obligations. If a potential conflict arises, I will notify my supervisor and agency head, within three business days. I agree to submit a new application for approval by July 1 of each year, or within 30 days of a change in outside employment status.

**Employee's agency head shall check one of the following statements:**

2 I have reviewed the information provided on this form and determined that this secondary employment **DOES NOT** present a real or potential conflict of interest to the State of Nevada.  
 \_\_\_\_\_ I have reviewed the information provided on this form and determined that this secondary employment **DOES** present a real or potential conflict of interest to the State of Nevada.

 2/10/16  
 Employee's Signature and Date

 2/12/16  
 Agency Head's Signature and Date

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director


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

***Budget Division***

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 5, 2016

To: James R. Wells, Clerk of the Board  
Governor's Finance Office

From: Tiffany Greenameyer, Budget Analyst   
Budget Division

Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting. An analysis of the action item and recommendation is also provided.

**DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION – ALL BUDGET  
ACCOUNTS**

Agenda Item Write-up:

Pursuant to NRS 333.705, subsection 1, the Department of Employment, Training and Rehabilitation requests authority to continue contracting with Northern Nevada International Center through July 7, 2018 who uses the services of two Nevada System of Higher Education employees. These employees answer phones, schedule interpreting services and process billings.

Additional Information:

The current authority to contract with this entity and the state employees was approved in July 2014 with the contract initially set to expire June 30, 2016; an amendment to the contract is in process with an expiration date of July 7, 2018. Northern Nevada International Center (NNIC) is a non-profit organization and affiliated with the University of Nevada, Reno. They are self-funded and receive no operating funds from the University or any other State agency. NNIC uses university employees as support staff. These employees answer phones, schedule interpreting services and process billings. At the end of each month, NNIC reimburses the University of Reno for these employees' salaries with funds received from the contracts with entities such as DETR.

NNIC provides certified translation and interpretation services in over 60 languages. Interpreters are not state employees and 60% of the payment is for interpreter services. The remaining 40% is for support services.

Statutory Authority:

NRS 333.705

<p><b>REVIEWED:</b> _____</p> <p><b>ACTION ITEM:</b> _____</p>
--

BRIAN SANDOVAL  
GOVERNOR



DON SODERBERG  
DIRECTOR

OFFICE OF THE DIRECTOR

**DATE:** March 18, 2016

**TO:** James R. Wells, Clerk of the Board  
Board of Examiners

**FROM:** *James McEntee, Interm. CFO*  
Don Soderberg, Director

**Subject:** Authorization to Contract with Current Employee  
Independent Contractor: Northern Nevada International Center (NNIC)  
Facilitating services for the Nevada Department of Employment, Training and  
Rehabilitation – Contract #1905-16-DETR AM #1

---

Department of Employment, Training and Rehabilitation (DETR) respectfully requests approval of the attached "Authorization to Contract with Current State Employees" via the Amendment to Contract #1905-16-DETR. AM#1, with Northern Nevada International Center (NNIC), which has two current State employees. The Contract was entered into with an effective date of July 8, 2014 and is to be extended through July 7, 2018.

Interpreters have to be fluent in both languages, predominately Spanish, and interpretation must be on a word-for-word basis for clients. NNIC provides certified translation and interpretation services in over 60 languages. DETR does not have the resources to employ the number of people that would be necessary to provide these services for the State of Nevada. NNIC helps with effective multilingual communication that is essential in helping to make sure all clients can communicate with DETR about their needs so they can receive all essential service(s).

The two University of Nevada, State employees that work at NNIC answer phones, schedule interpreting services and do billings. NNIC has a unique situation where all of NNIC employees are state or university employees; of which only two work on the DETR contract. At the end of each month, NNIC reimburses the University of Reno for salaries paid by the DETR contract, so in effect, while it appears the state pays; NNIC is a 501c3 and is responsible for all of their own funding.

Thank you for considering this request.



## Authorization to Contract with a Current Employee

Employee Name: LY ORLICH  
 Employee ID number: 000036701  
 Job Title: FINNICE/GRANTS MANAGER  
 Current Agency: NORTHERN NEVADA TOWNSHIP CENTER  
 Current class and grade: ADMINISTRATIVE FACILITY  
 Employment Dates: 12/14/07 - PRESENT  
 Contracting Agency: DETR

Please check which of the following applies:	
<input type="checkbox"/> Contract is with a current State employee (contractor) or a temporary employment agency providing a current employee. Please complete steps a-l below.	
<input type="checkbox"/> Contract is with an entity (contractor) other than a temporary employment agency that employs a current State employee who will be performing any or all of the contracted services. Please complete all steps except f-h below.	
a. Summarize scope of contract work.	SUPERVISE LANGUAGE BANK OPERATIONS
b. Document the employee's current job description.	FISCAL OFFICER FOR NNAIC
c. Explain how this differs from current State duties.	N/A
d. Explain why existing State employees within your agency cannot perform this function.	THE STATE DOES NOT HAVE ITS OWN INTERPRETATION + TRANSLATION SERVICES + MUST USE OUTSIDE CONTRACTOR
e. Document if the individual overseeing or establishing the contract is related to the contractor – if so; explain relationship and why this would not violate NAC 284.750.	N/A
f. List contractor's hourly rate.	N/A
g. List the range of comparable State employee rates.	N/A
h. Justify contract rate if it exceeds the maximum employee/employer rate paid for a comparable State position by more than 10 percent.	N/A

i. Identify the date and time the contract work will be performed.	Monday thru Friday 9AM-5PM
j. Identify the State employee's work schedule.	N/A
k. Document the controls that will be in place to ensure contract work will not occur during State work or sick time.	N/A
l. Document the justification for hiring contractor.	SAME AS d.

Comments:

*[Handwritten Signature]*

3/9/16

Contracting Agency Head's Signature and Date

*[Handwritten Signature]*

3/9/16

Current Employee's Agency Head's Signature and Date

*[Handwritten Signature]*

3-14-16

Budget Analyst

Clerk of the Board of Examiners

## Authorization to Contract with a Current Employee

Employee Name: MANUEL MEDROS  
 Employee ID number: 000190395  
 Job Title: LANGUAGE BANK COORDINATOR  
 Current Agency: NORTHERN NEVADA INTL CENTER  
 Current class and grade: LETTER OF APPOINTMENT  
 Employment Dates: 9/01/15 TO PRESENT  
 Contracting Agency: DETR

Please check which of the following applies:	
<input type="checkbox"/> Contract is with a current State employee (contractor) or a temporary employment agency providing a current employee. Please complete steps a-l below.	
<input type="checkbox"/> Contract is with an entity (contractor) other than a temporary employment agency that employs a current State employee who will be performing any or all of the contracted services. Please complete all steps except f-h below.	
a. Summarize scope of contract work.	SCHEDULE CONTRACT INTERPRETERS & TRANSLATORS
b. Document the employee's current job description.	SAME AS a.
c. Explain how this differs from current State duties.	SAME AS a.
d. Explain why existing State employees within your agency cannot perform this function.	THE STATE (OCTR) DOES NOT HAVE ITS OWN LANGUAGE TRANSLATION/INTERPRETATION SERVICES & MUST USE OUTSIDE CONTRACTORS
e. Document if the individual overseeing or establishing the contract is related to the contractor – if so; explain relationship and why this would not violate NAC 284.750.	NO RELATIONSHIP
f. List contractor's hourly rate.	N/A
g. List the range of comparable State employee rates.	N/A
h. Justify contract rate if it exceeds the maximum employee/employer rate paid for a comparable State position by more than 10 percent.	N/A

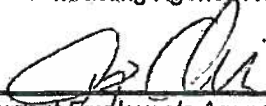
i. Identify the date and time the contract work will be performed.	MONDAY THRU FRIDAY 9AM-5PM
j. Identify the State employee's work schedule.	N/A
k. Document the controls that will be in place to ensure contract work will not occur during State work or sick time.	N/A
l. Document the justification for hiring contractor.	SAME AS d.

Comments:



3/9/16

Contracting Agency Head's Signature and Date



3/4/16

Current Employee's Agency Head's Signature and Date



3-4-16

Budget Analyst

Clerk of the Board of Examiners

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director

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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 8, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Paul Nicks, Budget Analyst  
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT OF TRANSPORTATION**

Agenda Item Write-up:

Pursuant to NRS 333.705, the Department of Transportation seeks a favorable recommendation regarding the Agency's determination to use the emergency provision to contract with, Mr. Ed Wilson, a former Program Officer III from April 4, 2016 to June 3, 2016 to complete a manual of former duties and train employees on NDOT customer service, Logo Sign, Sponsor-a-Highway and Adopt-a-Highway programs.

Additional Information:

Mr. Wilson retired from the state April 1, 2016. He has 20 years of experience with Nevada Department of Transportation (NDOT) and possesses a high level of knowledge of NDOT customer service, Logo Sign, Sponsor-a-Highway and Adopt-a-Highway programs. The agency indicates that there is no one that could be transferred to the Public Information Division that have the skills and past experience to perform the necessary tasks.

Statutory Authority:

NRS 333.705

REVIEWED: _____ ACTION ITEM: _____
---------------------------------------



1263 South Stewart Street  
Carson City, Nevada 89712  
Phone: (775) 888-7440  
Fax: (775) 888-7201  
(Use Local Information)

**MEMORANDUM**

3/30/16

RECEIVED

APR 01 2016

GOVERNOR'S FINANCE OFFICE  
BUDGET DIVISION

To: State of Nevada Board of Examiners  
From: Bill Hoffman, Deputy Director DocuSigned by: William Hoffman  
Subject: Authorization to Contract with a Former Employee 2015875ECE94E

**SUMMARY**

A staffing emergency exists and the Nevada Department of Transportation requests the authority to contract with a previous State employee. Ed Wilson will be retiring from State employment on April 1, 2016. NDOT is requesting an emergency exemption per SAM section 0323, Exemptions (1).

***Exemptions***

*The requirements for BOE pre-approval of contracts with current employees or former employees do not apply to the following contracts:*

- 1. A contract with a current employee or former employee for 4 months or less, where the executive head of the department/division/agency determines an emergency exists that necessitates the contract. (Note: a copy of the contract and a description of the emergency must be submitted to the BOE. BOE shall review the contract and the description of the emergency and notify the department, division or agency utilizing this emergency exception whether the BOE would have approved the contract).*

**BACKGROUND**

The Nevada Department of Transportation is one of the few agencies remaining that has a live person answering the telephone. This is critical because of the urgency of some of the calls regarding traffic safety. Mr. Wilson has been answering the phone and responding to public inquiries for the past 20 years. This transitional period of Mr. Wilson leaving State service will be difficult for the department until a new person is hired, trained and feels comfortable in this position. The hope is that Mr. Wilson can help bridge this gap and assist with the training process.

Mr. Wilson also manages several unique programs at NDOT including the Logo Sign, Sponsor-a-Highway, Adopt-a-Highway and Customer Service Programs, as well as tracking legislation relating to NDOT, analyzing bills and submitting fiscal notes. We would like Mr. Wilson to train other employees to take over these tasks during this transitional period, as well as develop a brief manual that details his duties.

**RECOMMENDATION**

We respectfully request your consideration for approval for Ed Wilson to be contracted on a part-time basis through Marathon Staffing starting April 4, 2016.

## Authorization to Contract with a Former Employee

<b>Former Employee Name:</b>	<u>Ed Wilson</u>
<b>Former Employee ID number:</b>	<u>14419</u>
<b>Former Job Title:</b>	<u>Program Officer III</u>
<b>Former Employing Agency:</b>	<u>Nevada Department of Transportation</u>
<b>Former Class and Grade:</b>	<u>7.643, 35</u>
<b>Employment Dates:</b>	<u>April 4, 2016 to June 3, 2016</u>
<b>Contracting Agency:</b>	<u>Nevada Department of Transportation</u>

Please check which of the following applies:


Contract is with a former State employee (contractor) or a temporary employment agency providing a former employee. Please complete steps a-i below.

Contract is with an entity (contractor) other than a temporary employment agency that employs a former State employee who will be performing any or all of the contracted services. Please complete all steps except f-h below.

a. Summarize scope of contract work.	Answer main phone line at NDOT and direct phone calls to proper divisions, respond to public inquiries, supervise one employee, complete manual of former duties, and train others on NDOT Customer Service, Logo Sign, Sponsor-a-Highway, and Adopt-a-Highway Programs.
b. Document former job description.	Answered main phone line at NDOT; responded to public inquiries; coordinated Customer Service, Logo Sign, Sponsor-a-Highway and Adopt-a-Highway Programs; tracked/analyzed legislative bills and submitted fiscal notes; and supervised one employee.
c. Is the former employee being hired because of their specialized knowledge of the agency's operations? Is there a clause in the contract for transfer of the specialized knowledge of the contracting agency and a time frame for the transfer?	Mr. Wilson has been answering the main phone line at NDOT for the past 20 years. He also answers inquiries from the public in written form. He coordinates several unique programs including Logo Signs, Sponsor-a-Highway and Adopt-a-Highway. Throughout the life of the assignment, Mr. Wilson will be answering the main phone line and answering public inquiries until a new person is hired. It will be important for Mr. Wilson to help with this transition and pass along his specialized knowledge, including his legislative duties, to other employees. There might also be an overlap period to allow him to train the new employee on his duties.
d. Explain why existing State employees within your agency cannot perform this function.	There are no other current employees at NDOT that could be transferred to the Public Information Division that have the skills and past experience to perform the necessary tasks.
e. Document if the individual overseeing or establishing the contract is related to the contractor – if so, explain the relationship	There is no relationship between the person overseeing the contract and the contractor.

and why this would not affect independence and why this would not violate <a href="#">NAC 284.750.</a>	
f. List contractor's hourly rate.	\$40.60 \$40.60 x 32 hours per week = \$1299.20 He will be working on a part-time basis.
g. List the range of comparable State employee rates.	\$22.04 - \$32.74 per hour Current hourly salary + benefit = \$52.36 \$52.36 x 40 hours per week = \$2094.40
h. Justify contract rate if it exceeds the maximum employee/employer rate paid for a comparable State position by more than 10 percent. Additionally, has the contract term been limited as a result?	n/a
i. Document justification for hiring contractor.	Services will be provided through Marathon Staffing Group, who are currently under contract with the State through March 31, 2017, as a temporary service provider. Mr. Wilson has great technical background and specialized expertise on his duties that would prove beneficial not only to the department but to the Public Information Division as well.

Comments:

DocuSigned by:  
  
 Deputy Director  
 2AB16875ECF94F4  
 4/1/2016

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Contracting Agency Head's Signature and Date

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Budget Analyst

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Clerk of the Board of Examiners



AG. EMENT NO. 992-13070

For Purchasing Use Only:  
RFP/Contract #2029/14032

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR**  
A Contract Between the State of Nevada  
Acting by and Through Its

**Various State Agencies**  
Monitored By: Department of Administration  
Purchasing Division  
515 E Musser Street, Room 300  
Carson City NV 89701  
Contact: Annette Morfin, Purchasing Officer  
Phone: (775) 684-0185 Fax: (775) 684-0188  
Email: amorfin@admin.nv.gov

and

**Marathon Staffing Group**  
6785 S. Eastern Ave. Suite 2  
Las Vegas, NV 89119  
Contact: Douglas Jones  
Phone:(702) 307-1320 Fax: (702) 307-1324  
Email: djones@marathonstaffing.com

WHEREAS, NRS 333.700 authorizes elective officers, heads of departments, boards, commissions or institutions to engage, subject to the approval of the Board of Examiners (BOE), services of persons as independent contractors; and

WHEREAS, it is deemed that the service of Contractor is both necessary and in the best interests of the State of Nevada.

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by the Nevada State Board of Examiners.
2. **DEFINITIONS.**
  - A. "State" – means the State of Nevada and any State agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
  - B. "Independent Contractor" – means a person or entity that performs services and/or provides goods for the State under the terms and conditions set forth in this Contract.
  - C. "Fiscal Year" – is defined as the period beginning July 1st and ending June 30th of the following year.
  - D. "Current State Employee" – means a person who is an employee of an agency of the State.
  - E. "Former State Employee" – means a person who was an employee of any agency of the State at any time within the preceding 24 months.
3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 10, Contract Termination*. Contract is subject to Board of Examiners' approval (anticipated to be March 12, 2013).

Effective from:	April 1, 2013	To:	March 31, 2017
-----------------	---------------	-----	----------------

4. **NOTICE.** Unless otherwise specified, termination shall not be effective until 30 calendar days after a party has served written notice of termination for default, or notice of termination without cause upon the other party. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, posted prepaid on the date posted, and addressed to the other party at the address specified above.
5. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following attachments, specifically describes the scope of work. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:	REQUEST FOR PROPOSAL 2029 AND AMENDMENTS #1 AND #2
ATTACHMENT BB:	INSURANCE SCHEDULE
ATTACHMENT CC:	CONTRACTOR'S RESPONSE

A Contractor's attachment shall not contradict or supersede any State specifications, terms or conditions without written evidence of mutual assent to such change appearing in this Contract.

6. **CONSIDERATION.** The parties agree that Contractor will provide the services specified in *Section 5, Incorporated Documents* at a cost as noted below:

Total Contract or installments payable at:	Invoices will be paid upon receipt of invoice and using agency's approval, invoices will be paid within 30 days. Agency Recruitment Invoices: will be paid per temporary employee hourly pay rate plus 21% Agency Recruitment Administrative Markup Fee. Contractor Recruitment Invoices: will be paid per temporary employee hourly pay rate plus 32% Contractor Recruitment Administrative Markup Fee Both markup fees include a 16.5% Employers Tax Contribution and 2.1% for Benefit Cost. Temporary employees may be required to drive State vehicles and contractor must maintain the \$1,000,000.00 automobile liability on their insurance policy to cover this requirement.
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Total Contract Not to Exceed:	\$6,000,000.00 for the contract term.
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The contractual authority, as identified by the not to exceed amount, does not obligate the State of Nevada to expend funds or purchase goods or services up to that amount; the purchase amount will be controlled by the individual using agency's purchase orders or other authorized means of requisition for services and/or goods as submitted to and accepted by the contractor.

The State does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriate may require.

7. **ASSENT.** The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.
8. **BILLING SUBMISSION: TIMELINESS.** The parties agree that timeliness of billing is of the essence to the Contract and recognize that the State is on a fiscal year. All billings for dates of service prior to July 1 must be submitted to the state no later than the first Friday in August of the same calendar year. A billing submitted after the first Friday in August, which forces the State to process the billing as a stale claim pursuant to NRS 353.097, will subject the Contractor to an administrative fee not to exceed one hundred dollars (\$100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the state of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to the Contractor.

9. **INSPECTION & AUDIT.**

- A. Books and Records. Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all State and federal regulations and statutes.
- B. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the State Auditor, the relevant State agency or its contracted examiners, the department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the state Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this Section.
- C. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the state, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is schedule or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. **CONTRACT TERMINATION.**

- A. Termination Without Cause. Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties, or unilaterally by either party without cause.
- B. State Termination for Non-Appropriation. The continuation of this Contract beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the state Legislature and/or federal sources. The State may terminate this Contract, and Contractor waives any and all claims(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason for the contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.
- C. Cause Termination for Default or Breach. A default or breach may be declared with or without termination. This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:
  - 1) If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
  - 2) If any State, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
  - 3) If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
  - 4) If the State materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
  - 5) If it is found by the State that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the State of Nevada with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

- 6) If it is found by the State that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.
- D. Time to Correct. Termination upon declared default or breach may be exercised only after service of formal written notice as specified in *Section 4, Notice*, and the subsequent failure of the defaulting party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared default or breach has been corrected.
- E. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this Section survive termination:
- 1) The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
  - 2) Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the Contracting Agency;
  - 3) Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the Contracting Agency;
  - 4) Contractor shall preserve, protect and promptly deliver into State possession all proprietary information in accordance with *Section 21, State Ownership of Proprietary Information*.
11. **REMEDIES.** Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall include without limitation one hundred and twenty-five dollars (\$125.00) per hour for State-employed attorneys. The State may set off consideration against any unpaid obligation of Contractor to any State agency in accordance with NRS 353C.190. In the event that the Contractor voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the State may set off consideration against any unpaid obligation of Contractor to the State or its agencies, to the extent allowed by bankruptcy law, without regard to whether the procedures of NRS 353C.190 have been utilized.
12. **LIMITED LIABILITY.** The State will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise specified in the incorporated attachments. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the fiscal year budget in existence at the time of the breach. Damages for any Contractor breach shall not exceed one hundred and fifty percent (150%) of the Contract maximum "not to exceed" value. Contractor's tort liability shall not be limited.
13. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.
14. **INDEMNIFICATION.** To the fullest extent permitted by law Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents.
15. **INDEPENDENT CONTRACTOR.** Contractor is associated with the state only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted services pursuant to this Contract, Contractor is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for the state whatsoever with respect to the indebtedness, liabilities, and obligations of Contractor or any other party. Contractor shall be solely responsible for, and the State shall have no obligation with respect to: (1) withholding of income taxes, FICA or any

other taxes or fees; (2) industrial insurance coverage; (3) participation in any group insurance plans available to employees of the state; (4) participation or contributions by either Contractor or the State to the Public Employees Retirement System; (5) accumulation of vacation leave or sick leave; or (6) unemployment compensation coverage provided by the State. Contractor shall indemnify and hold State harmless from, and defend State against, any and all coverage provided by the State. Contractor shall indemnify and hold State harmless from, and defend State against, any and all losses, damages, claims, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect to any such taxes or fees. Neither Contractor nor its employees, agents, nor representatives shall be considered employees, agents, or representatives of the State and Contractor shall evaluate the nature of services and the term of the Contract negotiated in order to determine "independent contractor" status, and shall monitor the work, relationship throughout the term of the Contract to ensure that the independent contractor relationship remains as such. To assist in determining the appropriate status (employee or independent contractor), Contractor represents as follows:

QUESTION		CONTRACTOR'S INITIALS	
		YES	NO
1.	Does the Contracting Agency have the right to require control of when, where and how the independent contractor is to work?	CP	
2.	Will the Contracting Agency be providing training to the independent contractor?	CP	
3.	Will the Contracting Agency be furnishing the independent contractor with worker's space, equipment, tools, supplies or travel expenses?		CP
4.	Are any of the workers who assist the independent contractor in performance of his/her duties employees of the State of Nevada?		CP
5.	Does the arrangement with the independent contractor contemplate continuing or recurring work (even if the services are seasonal, part-time, or of short duration)?	CP	
6.	Will the State of Nevada incur an employment liability if the independent contractor is terminated for failure to perform?		CP
7.	Is the independent contractor restricted from offering his/her services to the general public while engaged in this work relationship with the State?		CP

16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the State, Contractor, as an independent contractor and not an employee of the state, must carry policies of insurance and pay all taxes and fees incident hereunto. Policies shall meet the terms and conditions as specified within this Contract along with the additional limits and provisions as described in *Attachment BB*, incorporated hereto by attachment. The State shall have no liability except as specifically provided in the Contract.

The Contractor shall not commence work before:

- 1) Contractor has provided the required evidence of insurance to the Contracting Agency of the State, and
- 2) The State has approved the insurance policies provided by the Contractor.

Prior to approval of the insurance policies by the State shall be a condition precedent to any payment of consideration under this Contract and the State's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent to this Contract. Any failure of the State to timely approve shall not constitute a waiver of the condition.

A. **Insurance Coverage.** The Contractor shall, at the Contractor's sole expense, procure, maintain and keep in force for the duration of the Contract insurance conforming to the minimum limits as specified in *Attachment BB*, incorporated hereto by attachment. Unless specifically stated herein or otherwise agreed to by the State, the required insurance shall be in effect prior to the commencement of work by the Contractor and shall continue in force as appropriate until:

- 1) Final acceptance by the State of the completion of this Contract; or

- 2) Such time as the insurance is no longer required by the State under the terms of this Contract; whichever occurs later.

Any insurance or self-insurance available to the State shall be in excess of and non-contributing with, any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the State, Contractor shall provide the State with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by the Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify the State and immediately replace such insurance or bond with an insurer meeting the requirements.

**B. General Requirements.**

- 1) **Additional Insured:** By endorsement to the general liability insurance policy, the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 shall be named as additional insureds for all liability arising from the Contract.
- 2) **Waiver of Subrogation:** Each insurance policy shall provide for a waiver of subrogation against the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 for losses arising from work/materials/equipment performed or provided by or on behalf of the Contractor.
- 3) **Cross Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.
- 4) **Deductibles and Self-Insured Retentions:** Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by the State. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed fifty thousand dollars (\$50,000.00) per occurrence, unless otherwise approved by the Risk Management Division.
- 5) **Policy Cancellation:** Except for ten (10) days notice for non-payment of premiums, each insurance policy shall be endorsed to state that without thirty (30) days prior written notice to the State of Nevada, c/o Contracting Agency, the policy shall not be canceled, non-renewed or coverage and/or limits reduced or materially altered, and shall provide that notices required by this Section shall be sent by certified mail to the address shown on page one (1) of this contract.
- 6) **Approved Insurer:** Each insurance policy shall be:
  - a) Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made; and
  - b) Currently rated by A.M. Best as "A-VII" or better.

**C. Evidence of Insurance.**

Prior to the start of any work, Contractor must provide the following documents to the contracting State agency:

- 1) **Certificate of Insurance:** The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the State to evidence the insurance policies and coverages required of Contractor. The certificate must name the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 as the certificate holder. The certificate should be signed by a person authorized by the insurer to bind coverage on its behalf. The State project/Contract number; description and Contract effective dates shall be noted on the certificate, and upon renewal of the policies listed, Contractor shall furnish the State with replacement certificates as described within *Section 16A, Insurance Coverage.*

**Mail all required insurance documents to the State Contracting Agency identified on Page one of the Contract.**

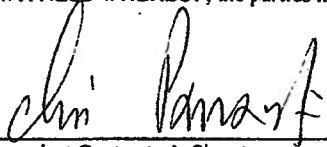
- 2) **Additional Insured Endorsement:** An Additional Insured Endorsement (CG 20 10 11 85 or CG 20 26 11 85), signed by an authorized insurance company representative, must be submitted to the State to evidence the endorsement of the State as an additional insured per *Section 16 B, General Requirements*.
  - 3) **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the underlying Schedule from the Umbrella or Excess insurance policy may be required.
  - 4) **Review and Approval:** Documents specified above must be submitted for review and approval by the State prior to the commencement of work by Contractor. Neither approval by the State nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its subcontractors, employees or agents to the State or others, and shall be in addition to and not in lieu of any other remedy available to the State under this Contract or otherwise. The State reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.
17. **COMPLIANCE WITH LEGAL OBLIGATIONS.** Contractor shall procure and maintain for the duration of this Contract any State, county, city or federal license, authorization, waiver, permit qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. The State may set-off against consideration due any delinquent government obligation in accordance with NRS 353C.190.
  18. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
  19. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
  20. **ASSIGNMENT/DELEGATION.** To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by State, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations nor duties under this Contract without the prior written consent of the State.
  21. **STATE OWNERSHIP OF PROPRIETARY INFORMATION.** Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under the Contract), or any other documents or drawings, prepare or in the course of preparation by Contractor (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of the State and all such materials shall be delivered into State possession by Contractor upon completion, termination, or cancellation of this Contract. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of Contractor's obligations under this Contract without the prior written consent of the State. Notwithstanding the foregoing, the State shall have no proprietary interest in any materials licensed for use by the State that are subject to patent, trademark, or copyright protection.
  22. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The State has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that Contractor thereby agrees to indemnify and defend the State for honoring such a designation. The failure to so label any document that is released by the State shall constitute a complete waiver of any and all claims for damages caused by any release of the records.
  23. **CONFIDENTIALITY.** Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract.
  24. **FEDERAL FUNDING.** In the event federal funds are used for payment of all or part of this Contract:

- A. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt 67, Section 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
  - B. Contractor and its subcontracts shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.
  - C. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)
25. **LOBBYING.** The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
- A. Any federal, State, county or local agency, legislature, commission, council or board;
  - B. Any federal, State, county or local legislator, commission member, council member, board member, or other elected official; or
  - C. Any officer or employee of any federal, State, county or local agency; legislature, commission, council or board.
26. **WARRANTIES.**
- A. General Warranty. Contractor warrants that all services, deliverables, and/or work products under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry, shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.
  - B. System Compliance. Contractor warrants that any information system application(s) shall not experience abnormally ending and/or invalid and/or incorrect results from the application(s) in the operating and testing of the business of the State.
27. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that as required by statute or regulation this Contract is effective only after approval by the State Board of Examiners and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.
28. **NOTIFICATION OF UTILIZATION OF CURRENT OR FORMER STATE EMPLOYEES.** Contractor has disclosed to the State all persons that the Contractor will utilize to perform services under this Contract who are Current State Employees or Former State Employees. Contractor will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this Contract without first notifying the Contracting Agency of the identify of such persons and the services that each such person will perform, and receiving from the Contracting Agency approval for the use of such persons.
29. **ASSIGNMENT OF ANTITRUST CLAIMS.** Contractor irrevocably assigns to the State any claim for relief or cause of action which the Contractor now has or which may accrue to the Contractor in the future by reason of any violation of State of Nevada or federal antitrust laws in connection with any goods or services provided to the Contractor for the purpose of carrying out the Contractor's obligations under this Contract, including, at the State's option, the right to control any such litigation on such claim for relief or cause of action. Contractor shall require any subcontractors hired to perform any of Contractor's obligations under this Contract to irrevocably assign to the State, as third party beneficiary, any right, title or interest that has accrued or which may accrue in the future by reason of any violation of State of Nevada or federal antitrust laws in connection with any goods or services provided to the subcontractor for the purpose of carrying out the subcontractor's obligations to the Contractor in pursuance of this Contract, including, at the State's option, the right to control any such litigation on such claim or relief or cause of action.



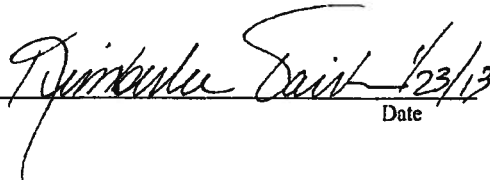
30. **GOVERNING LAW: JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of the First Judicial District Court, Carson City, Nevada for enforcement of this Contract.
  
31. **ENTIRE CONTRACT AND MODIFICATION.** This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Office of the Attorney General and the State Board of Examiners.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

  
 Independent Contractor's Signature

1-17-13  
 Date

President  
 Independent Contractor's Title

  
 Signature

1/23/13  
 Date

Dep Administrator  
 Title

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

  
 Signature - Board of Examiners

APPROVED BY BOARD OF EXAMINERS

On: 3/12/13  
 Date

Approved as to form by:

  
 Deputy Attorney General for Attorney General

On: 12 Jan 13  
 Date

**ATTACHMENT BB**  
**INSURANCE SCHEDULE**

**ATTACHMENT BB**

**INSURANCE SCHEDULE**

**INDEMNIFICATION CLAUSE:**

Contractor shall indemnify, hold harmless and, not excluding the State's right to participate, defend the State, its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against all liabilities, claims, actions, damages, losses, and expenses including without limitation reasonable attorneys' fees and costs, (hereinafter referred to collectively as "claims") for bodily injury or personal injury including death, or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State.

**INSURANCE REQUIREMENTS:**

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

**2. Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract. Non-owned vehicle would include vehicles owned by the State of Nevada.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

**3. Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., AND when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

**B. ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the State of Nevada is named as an additional insured, the State of Nevada shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

**C. NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the State, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to (State of Nevada Department Representative's Name & Address).

**D. ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Nevada and with an "A.M. Best" rating of not less than A-VII. The State in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

**E. VERIFICATION OF COVERAGE:** Contractor shall furnish the State with certificates of insurance (ACORD form or equivalent approved by the State) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the State before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to (State Department Representative's Name and Address). The State project/contract number and project description shall be noted on the certificate of insurance. The State reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as additional insureds under its policies or Contractor shall furnish to the State separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Attorney General's Office or the Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

<u>Elm Panayiot</u>	<u>1-17-13</u>	<u>President</u>
Independent Contractor's Signature	Date	Independent's Contractor's Title
<u>Kimberla Scott</u>	<u>1/23/13</u>	<u>Dep Administrator</u>
Signature- State of Nevada	Date	Title



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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: March 29, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Nikki Hovden, Budget Analyst  
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT HEALTH AND HUMAN SERVICES –  
DIVISION OF WELFARE AND SUPPORTIVE SERVICES –  
PROVIDER AGREEMENT FORM**

Agenda Item Write-up:

The Division of Welfare and Supportive Services is requesting Board of Examiners' approval of following provider agreement forms to enable them to enter into an agreement with providers for:

- Energy Assistance Program Intake Sites for Independent Contractors
- Energy Assistance Program Intake Sites for Interlocal Agreements

Additional Information:

Through the Low Income Home Energy Assistance Program block grant from the U.S. Department of Health and Human Services and the Universal Energy Charge, the division collaborates with various public and non-profit agencies to assist with Energy Assistance Program application completion, which increases program access for applicants and decreases processing time by state employees.

This provider agreement will be used for approximately 45 intake sites statewide. These sites assist low income and seniors in completion of eligibility applications. Pre-approval of this

provider agreement will eliminate the need to submit each individual contract to the Board of Examiners' (BOE), thereby expediting the provision of the service to the public and will allow the division administration to augment and /or de-augment allocated funding based on the volume of applications submitted by each site without having to process numerous amendments through BOE.

Upon approval from BOE, the division will send each intake site the provider agreement for signature. This provider agreement will be returned to the division and signed by the Administrator for final approval.

The division has established a \$10 application rate and pays the intake site for each complete application packet submitted. This provider agreement will become effective July 1, 2016 upon BOE approval and will terminate on June 30, 2020.

Note: BOE and Deputy Attorney General's provider agreement approval applies to form only.

This agreement was approved as to form by the Nevada State Board of Examiners on \_\_\_\_\_

This agreement was approved as to form by the Deputy Attorney General on March 10, 2016

<b>REVIEWED:</b> _____
<b>ACTION ITEM:</b> _____



BRIAN SANDOVAL  
Governor



RICHARD WHITLEY, MS  
Director

STEVE H. FISHER  
Administrator

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF WELFARE AND SUPPORTIVE SERVICES

1470 College Parkway  
Carson City, NV, 89706  
Telephone (775) 684-0500 • Fax (775) 684-0614  
<http://dwss.nv.gov>

April 21, 2016

To: Nikki Hovden, Budget Analyst  
Through: Richard Whitley, Director *EL for RW*  
From: Steve H. Fisher, Administrator *[Signature]*  
RE: Form Contract for Energy Assistance Program Intake Sites

The Division of Welfare and Supportive Services (DWSS) is requesting Board of Examiner (BOE) approval of the attached form contract for the Energy Assistance Program (EAP) intake sites that assist in completion of eligibility applications from DWSS clients on behalf of DWSS. This contract is not for provision of services to the state, but rather for services to our EAP clients. DWSS has established a \$10 application rate and pays the intake site for each complete application packet submitted. Payment is limited to available funding as determined by DWSS and the budget. The allocated funding for all intake sites will be provided under budget account 4862, category 04, and fiscal integrity will be maintained by ensuring funding availability at the time of encumbrance.

The Division has 50 intake sites statewide. Five intake sites are anticipated to receive payments in excess of \$2,000.00 each SFY. Pre-approval of the form contract will eliminate the need to submit each individual contract to BOE, thereby expediting the provision of service to the public, and will allow DWSS administration to augment and/or de-augment allocated funding based on the volume of applications submitted by each individual site without having to process numerous amendments through the BOE.

Upon approval of the form contract, it will be annotated as being pre approved by the Deputy Attorney General, Department of Health and Human Services Director, and the State of Nevada Board of Examiners (BOE). The form contract will be sent to each intake site for signature, returned and then signed by the DWSS Administrator for final approval. Any proposed amendments to the form contract will be resubmitted to the BOE for approval.

The form contract will become effective July 1, 2016, upon Board of Examiners approval, anticipated to be May 10, 2016 and will terminate on June 30, 2020.

If you have any questions, please contact Amy Trelease, DWSS Contract Manager, at 775-684-0678.

## **EAP Intake Site Provider Agreement Documents**

1. Independent Contractor Form Agreement - to be signed by DAG, Administrator, Director, Budget
  - a. Attachment A - Insurance
  - b. Attachment B – Scope of Work
  - c. Attachment C - Completed Application Requirements
  - d. Attachment D - Intake Site Completed Application Checklist
  - e. Attachment E - Intake Site Log
  - f. Attachment F – AB 240 Vendor Certification
  
2. Sample of the Contract form that will be sent to vendors – to be signed by Vendor and Administrator
  
3. Interlocal Contract Form Agreement - Agreement - to be signed by DAG, Administrator, Director, Budget
  - a. Attachment A - Scope of Work
  - b. Attachment B – Completed Application Requirements
  - c. Attachment C – Intake Site Completed Application Checklist
  - d. Attachment D – Intake Site Log
  
4. Sample of the Contract form that will be sent to interlocal agencies – to be signed by Vendor and Administrator

**MASTER INDEPENDENT  
CONTRACTOR AGREEMENT –  
WITH ATTACHMENTS**

**FOR BOE APPROVAL**

**PROVIDER AGREEMENT CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR**

A Contract Between the State of Nevada  
Acting By and Through Its

Department of Health and Human Services  
Division of Welfare and Supportive Services  
1470 College Parkway  
Carson City NV 89706

and

Independent Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

WHEREAS, NRS 284.173 authorizes elective officers, heads of departments, boards, commissions or institutions to engage, subject to the approval of the Board of Examiners, services of persons as independent contractors; and

WHEREAS, it is deemed that the service of Contractor is both necessary and in the best interests of the State of Nevada;  
NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by the Nevada State Board of Examiners.

2. **DEFINITIONS.** "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307. "Independent Contractor" means a person or entity that performs services and/or provides goods for the State under the terms and conditions set forth in this Contract. "Fiscal Year" is defined as the period beginning July 1 and ending June 30 of the following year. "Current State Employee" means a person who is an employee of an agency of the State. "Former State Employee" means a person who was an employee of any agency of the State at any time within the preceding 24 months.

3. **CONTRACT TERM.** This Contract shall be effective subject to Board of Examiner's approval and from approval of both parties to **June 30, 2020**, unless sooner terminated by either part as specified in paragraph ten (10).

4. **NOTICE.** Unless otherwise specified, termination shall not be effective until **30** calendar days after a party has served written notice of termination for default, or notice of termination without cause upon the other party. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified above.

5. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following attachments, specifically describes the scope of work. This Contract incorporates the following attachments in descending order of constructive precedence:

- ATTACHMENT A: INSURANCE SCHEDULE
- ATTACHMENT B: SCOPE OF WORK
- ATTACHMENT C: COMPLETED APPLICATION REQUIREMENTS
- ATTACHMENT D: INTAKE SITE COMPLETED APPLICATION CHECKLIST
- ATTACHMENT E: INTAKE SITE LOG

ATTACHMENT F: AB 240 VENDOR CERTIFICATION

A Contractor's Attachment shall not contradict or supersede any State specifications, terms or conditions without written evidence of mutual assent to such change appearing in this Contract.

6. CONSIDERATION. The parties agree that Contractor will provide the services specified in paragraph five (5) at a cost as specified in ATTACHMENT B. For all independent contractors providing services under this Contract, cumulative payments in any Fiscal Year shall not exceed the Legislatively approved budget amount. The State does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

7. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.

8. BILLING SUBMISSION: TIMELINESS. The parties agree that timeliness of billing is of the essence to the contract and recognize that the State is on a fiscal year. All billings for dates of service prior to July 1 must be submitted to the State no later than the third Friday in July of the same calendar year. A billing submitted after the third Friday in July, which forces the State to process the billing as a stale claim pursuant to NRS 353.097, will subject the Contractor to an administrative fee not to exceed one hundred dollars (\$100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the State of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to the Contractor.

9. INSPECTION & AUDIT.

a. Books and Records. Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes.

b. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the State Auditor, the relevant state agency or its contracted examiners, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this paragraph.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the State, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. CONTRACT TERMINATION.

a. Termination Without Cause. Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties, or unilaterally by either party without cause.

b. State Termination for Non-appropriation. The continuation of this Contract beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. The State may terminate this Contract, and Contractor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the Contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

c. Cause Termination for Default or Breach. A default or breach may be declared with or without termination. This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

i. If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

- ii. If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
- iii. If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
- iv. If the State materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
- v. If it is found by the State that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the State of Nevada with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
- vi. If it is found by the State that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.

d. Time to Correct. Termination upon a declared default or breach may be exercised only after service of formal written notice as specified in paragraph four (4), and the subsequent failure of the defaulting party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared default or breach has been corrected.

e. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this paragraph survive termination:

- i. The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
- ii. Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the Contracting Agency;
- iii. Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the Contracting Agency;
- iv. Contractor shall preserve, protect and promptly deliver into State possession all proprietary information in accordance with paragraph twenty-one (21).

11. REMEDIES. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall include, without limitation, one hundred and twenty-five dollars (\$125.00) per hour for State-employed attorneys. The State may set off consideration against any unpaid obligation of Contractor to any State agency in accordance with NRS 353C.190. In the event that the Contractor voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the State may set off consideration against any unpaid obligation of Contractor to the State or its agencies, to the extent allowed by bankruptcy law, without regard to whether the procedures of NRS 353C.190 have been utilized.

12. LIMITED LIABILITY. The State will not waive and intends to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise specified in the incorporated attachments. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the fiscal year budget in existence at the time of the breach. Damages for any Contractor breach shall not exceed one hundred and fifty percent (150%) of the contract maximum "not to exceed" value. Contractor's tort liability shall not be limited.

13. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

14. INDEMNIFICATION. To the fullest extent permitted by law Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents.

15. INDEPENDENT CONTRACTOR. Contractor is associated with the State only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted services pursuant to this Contract, Contractor is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for the State whatsoever with respect to the indebtedness, liabilities, and obligations of Contractor or any other party. Contractor shall be solely responsible for, and the State shall have no obligation with respect to: (1) withholding of income taxes, FICA or any other taxes or fees; (2) industrial insurance coverage; (3) participation in any group insurance plans available to employees of the State; (4) participation or contributions by either Contractor or the State to the Public Employees Retirement System; (5) accumulation of vacation leave or sick leave; or (6) unemployment compensation coverage provided by the State. Contractor shall indemnify and hold State harmless from, and defend State against, any and all losses, damages, claims, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect to any such taxes or fees. Neither Contractor nor its employees, agents, nor representatives shall be considered employees, agents, or representatives of the State. The State and Contractor shall evaluate the nature of services and the term of the Contract negotiated in order to determine "independent contractor" status, and shall monitor the work relationship throughout the term of the Contract to ensure that the independent contractor relationship remains as such. To assist in determining the appropriate status (employee or independent contractor), Contractor represents as follows:

		<u>Contractor's Initials</u>	
		YES	NO
1.	Does the Contracting Agency have the right to require control of when, where and how the independent contractor is to work?	_____	_____
2.	Will the Contracting Agency be providing training to the independent contractor?	_____	_____
3.	Will the Contracting Agency be furnishing the independent contractor with worker's space, equipment, tools, supplies or travel expenses?	_____	_____
4.	Are any of the workers who assist the independent contractor in performance of his/her duties employees of the State of Nevada?	_____	_____
5.	Does the arrangement with the independent contractor contemplate continuing or recurring work (even if the services are seasonal, part-time, or of short duration)?	_____	_____
6.	Will the State of Nevada incur an employment liability if the independent contractor is terminated for failure to perform?	_____	_____
7.	Is the independent contractor restricted from offering his/her services to the general public while engaged in this work relationship with the State?	_____	_____

16. INSURANCE SCHEDULE. Unless expressly waived in writing by the State, Contractor, as an independent contractor and not an employee of the State, must carry policies of insurance and pay all taxes and fees incident hereunto. Policies shall meet the terms and conditions as specified within this Contract along with the additional limits and provisions as described in Attachment A, incorporated hereto by attachment. The State shall have no liability except as specifically provided in the Contract.

The Contractor shall not commence work before:

- 1) Contractor has provided the required evidence of insurance to the Contracting Agency of the State, and
- 2) The State has approved the insurance policies provided by the Contractor.

Prior approval of the insurance policies by the State shall be a condition precedent to any payment of consideration under this Contract and the State's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of the State to timely approve shall not constitute a waiver of the condition.

**Insurance Coverage:** The Contractor shall, at the Contractor's sole expense, procure, maintain and keep in force for the duration of the Contract insurance conforming to the minimum limits as specified in Attachment A, incorporated hereto by attachment. Unless specifically stated herein or otherwise agreed to by the State, the required insurance shall be in effect prior to the commencement of work by the Contractor and shall continue in force as appropriate until:

1. Final acceptance by the State of the completion of this Contract; or
  2. Such time as the insurance is no longer required by the State under the terms of this Contract;
- Whichever occurs later.

Any insurance or self-insurance available to the State shall be in excess of, and non-contributing with, any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the State, Contractor shall provide the State with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by the Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify the State and immediately replace such insurance or bond with an insurer meeting the requirements.

**General Requirements:**

- a. **Additional Insured:** By endorsement to Contractor's general liability insurance policy, the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 shall be named as additional insureds for all liability arising from the Contract.
- b. **Waiver of Subrogation:** Each insurance policy shall provide for a waiver of subrogation against the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307, for losses arising from work/materials/equipment performed or provided by or on behalf of the Contractor.
- c. **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.
- d. **Deductibles and Self-Insured Retentions:** Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by the State. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed fifty thousand dollars (\$50,000.00) per occurrence, unless otherwise approved by the Risk Management Division.
- e. **Policy Cancellation:** Except for ten (10) days notice for non-payment of premium, each insurance policy shall be endorsed to state that without thirty (30) days prior written notice to the State of Nevada, c/o Contracting Agency, the policy shall not be canceled, non-renewed or coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by certified mailed to the address shown on page one (1) of this contract:
- f. **Approved Insurer:** Each insurance policy shall be:
  - 1) Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made; and
  - 2) Currently rated by A.M. Best as "A-VII" or better.

**Evidence of Insurance:**

Prior to the start of any Work, Contractor must provide the following documents to the contracting State agency:

- 1) **Certificate of Insurance:** The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the State to evidence the insurance policies and coverages required of Contractor. The certificate must name the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 as the certificate holder. The certificate should be signed by a person authorized insurer to bind coverage on its behalf. The state project/contract number; description and contract effective dates shall be noted on the certificate, and upon renewal of the policies listed Contractor shall furnish the State with replacement certificates as described within Insurance Coverage, section noted above.

**Mail all required insurance documents to Division of Welfare and Supportive Services as identified on page one of the contract.**

- 2) **Additional Insured Endorsement:** An Additional Insured Endorsement (CG 20 10 11 85 or CG 20 26 11 85) , signed by an authorized insurance company representative, must be submitted to the State to evidence the endorsement of the State as an additional insured per General Requirements, subsection a above.
- 3) **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the underlying Schedule from the Umbrella or Excess insurance policy may be required.

**Review and Approval:** Documents specified above must be submitted for review and approval by the State prior to the commencement of work by Contractor. Neither approval by the State nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract.



Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its sub-contractors, employees or agents to the State or others, and shall be in addition to and not in lieu of any other remedy available to the State under this Contract or otherwise. The State reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

17. COMPLIANCE WITH LEGAL OBLIGATIONS. Contractor shall procure and maintain for the duration of this Contract any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. The State may set-off against consideration due any delinquent government obligation in accordance with NRS 353C.190.

18. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

19. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

20. ASSIGNMENT/DELEGATION. To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by State, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written consent of the State.

21. STATE OWNERSHIP OF PROPRIETARY INFORMATION. Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under the Contract), or any other documents or drawings, prepared or in the course of preparation by Contractor (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of the State and all such materials shall be delivered into State possession by Contractor upon completion, termination, or cancellation of this Contract. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of Contractor's obligations under this Contract without the prior written consent of the State. Notwithstanding the foregoing, the State shall have no proprietary interest in any materials licensed for use by the State that are subject to patent, trademark or copyright protection.

22. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The State has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that Contractor thereby agrees to indemnify and defend the State for honoring such a designation. The failure to so label any document that is released by the State shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

23. CONFIDENTIALITY. Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract

24. FEDERAL FUNDING. In the event federal funds are used for payment of all or part of this Contract:  
a. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

b. Contractor and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

c. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)

25. LOBBYING. The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

a. Any federal, state, county or local agency, legislature, commission, counsel or board;

b. Any federal, state, county or local legislator, commission member, counsel member, board member, or other elected official; or

c. Any officer or employee of any federal, state, county or local agency; legislature, commission, counsel or board.

26. WARRANTIES.

a. General Warranty. Contractor warrants that all services, deliverables, and/or work product under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.

b. System Compliance. Contractor warrants that any information system application(s) shall not experience abnormally ending and/or invalid and/or incorrect results from the application(s) in the operating and testing of the business of the State.

27. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that as required by statute or regulation this Contract is effective only after approval by the State Board of Examiners and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.

28. NOTIFICATION OF UTILIZATION OF CURRENT OR FORMER STATE EMPLOYEES. Contractor has disclosed to the State all persons that the Contractor will utilize to perform services under this Contract who are Current State Employees or Former State Employees. Contractor will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this contract without first notifying the Contracting Agency of the identity of such persons and the services that each such person will perform, and receiving from the Contracting Agency approval for the use of such persons.

29. ASSIGNMENT OF ANTITRUST CLAIMS. Contractor irrevocably assigns to the State any claim for relief or cause of action which the Contractor now has or which may accrue to the Contractor in the future by reason of any violation of state of Nevada or federal antitrust laws in connection with any goods or services provided to the Contractor for the purpose of carrying out the Contractor's obligations under this Contract, including, at the State's option, the right to control any such litigation on such claim for relief or cause of action. Contractor shall require any subcontractors hired to perform any of Contractor's obligations under this Contract to irrevocably assign to the State, as third party beneficiary, any right, title or interest that has accrued or which may accrue in the future by reason of any violation of state of Nevada or federal antitrust laws in connection with any goods or services provided to the subcontractor for the purpose of carrying out the subcontractor's obligations to the Contractor in pursuance of this Contract, including, at the State's option, the right to control any such litigation on such claim or relief or cause of action.

30. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict of laws that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of the First Judicial District Court, Carson City, Nevada for enforcement of this Contract.

31. ENTIRE CONTRACT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless

an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Office of the Attorney General and the State Board of Examiners.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

Independent Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Title

 4/22/16

Steve H. Fisher \_\_\_\_\_ Date

Administrator,  
Division of Welfare and Supportive Services

\_\_\_\_\_  
Title

 4/25/16

Richard Whitley \_\_\_\_\_ Date

Director,  
Department of Health and Human Services

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature - Board of Examiners

APPROVED BY BOARD OF EXAMINERS

On \_\_\_\_\_  
(Date)

Approved as to form by:



Deputy Attorney General or Attorney General \_\_\_\_\_

On 4/22/16  
(Date)

**ATTACHMENT A  
INSURANCE SCHEDULE**

**INDEMNIFICATION CLAUSE:**

Contractor shall indemnify, hold harmless and, not excluding the State's right to participate, defend the State, its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against all liabilities, claims, actions, damages, losses, and expenses including without limitation reasonable attorneys' fees and costs, (hereinafter referred to collectively as "claims") for bodily injury or personal injury including death, or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State.

**INSURANCE REQUIREMENTS:**

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

2. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000

ATTACHMENT A

Disease – Policy Limit

\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.
  - b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.
- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:
1. On insurance policies where the State of Nevada is named as an additional insured, the State of Nevada shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
  2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the State, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **(State of Nevada Department Representative's Name & Address)** and shall be sent by certified mail, return receipt requested.
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Nevada and with an "A.M. Best" rating of not less than A-VII. The State in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State with certificates of insurance (ACORD form or equivalent approved by the State) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- All certificates and any required endorsements are to be received and approved by the State before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.
- All certificates required by this Contract shall be sent directly to **(State Department Representative's Name and Address)**. The State project/contract number and project description shall be noted on the certificate of insurance. The State reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATES RISK MANAGEMENT DIVISION.**
- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as additional insureds under its policies or Contractor shall furnish to the State separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Attorney General's Office or the Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

**SCOPE OF WORK**  
**Energy Assistance Program Intake Sites**

THE CONTRACTOR AGREES TO:

1. Assist individuals with the completion of Energy Assistance Program (EAP) applications to fully and accurately record family circumstances.
2. Review completed applications to determine if the client's declared circumstances appear to be within Energy Assistance Program eligibility guidelines as published online at the Division of Welfare and Supportive Services (DWSS) website. Inform the customer of their legal right to apply for Energy Assistance Program consideration even when their declared circumstances have been reviewed and appear to be outside Energy Assistance Program eligibility rules.
3. Counsel the customer on other community opportunities that might address their circumstances in the event their declared circumstances are outside Energy Assistance Program eligibility rules.
4. Review the DWSS application for those customers wishing to apply for Energy Assistance Program consideration to determine what supporting documentation will be required to process the application.
5. Identify and collect the required documentation for the application process.
6. Submit fully completed applications as specified in Attachment C with required supporting documentation to designated DWSS office locations for Energy Assistance Program eligibility determinations.
7. Complete and attach as a cover sheet with each completed application a Completed Application Checklist (Attachment D) by the tenth day after receipt of a completed application with the required verification. If not received within the required time frames, the application will be considered a stale claim and compensation will not be provided.
8. Complete and submit an Intake Site Log Form (Attachment E) when submitting applications for compensation to DWSS.
9. Permit authorized state and federal personnel to monitor and/or audit the activities, procedures, cases, and accounting records subject to this agreement, and develop corrective action plans to rectify any exceptions noted in monitoring and/or audit reports that result in noncompliance with this agreement or federal/state statutes and regulations.

## ATTACHMENT B

### DIVISION OF WELFARE AND SUPPORTIVE SERVICES AGREES TO:

1. After review by DWSS staff, provide compensation in the amount of \$10 for each Application Packet if the application was completed correctly and all required documentation was submitted within required time frames. When both conditions are met, DWSS Staff will approve payment. DWSS will accept incomplete applications, but compensation will not be provided. DWSS will provide a reason for each Application Packet that is considered incomplete.
2. Provide application, eligibility and required documentation training to the Contractor to facilitate satisfactory completion of the contractual responsibilities outlined in this agreement.
3. Provide timely dissemination of published changes to application, eligibility and required documentation.
4. Provide to the Contractor, at least monthly, a full listing of applications received and which applications were eligible for compensation and which were not and why.

### BOTH PARTIES MUTUALLY AGREE:

1. Information/data provided to DWSS by the Contractor shall remain confidential except as specified in this paragraph. DWSS shall use such information for a client/household for the purpose of establishing the eligibility of and/or the benefit of a client/household.
2. The Contractor shall not use or disclose any information provided by DWSS concerning an applicant/recipient of DWSS services under this agreement for any purpose other than fulfillment of responsibilities set forth in this contract.

## COMPLETED APPLICATION REQUIREMENTS

The Contractor agrees to assist families applying for the **Energy Assistance Program** by ensuring the Application Packet is complete prior to submitting it to the Division of Welfare and Supportive Services (DWSS). Contractor agrees to use the Intake Site Completed Application Checklist (Attachment D) and the Intake Site Log (Attachment E) when submitting applications for compensation.

An application will only be considered complete, if all verifications applicable to the circumstances of the application are attached to the application. Failure to provide a completed application with all verifications will result in the agency not receiving reimbursement for the application received by EAP.

### 1. Energy Assistance Program Application (2824-EL)

Pages 1 through 6 have to be fully completed, with an answer for every question in sections A through G. All adult household members need to sign and date page 4 of the application (Section I). The Head of Household needs to sign and date page 5 of the application (Notice of Rights and Obligations).

Some areas of special attention are:

- Energy Assistance Program Application (2824-EL) Page 1, Section A. It has to list the name, relationship, gender, date of birth, age, citizenship status, disability status, and social security number of everyone living under the same roof. The home address, mailing address and contact phone numbers have to be provided and current.
- Energy Assistance Program Application (2824-EL) Page 2, Section D. The utility information needs to be listed and complete. The name of the energy provider, the account number, as listed on a current bill, and the name on the account. Even if the client wants to have all of the money paid to the cooling vendor, the heating vendor needs to be listed. The arrearage question needs to be marked: Yes or No.
- Energy Assistance Program Application (2824-EL) Page 2-3, Section F. All income, regardless of source needs to be indicated on the application.

### 2. Verification of Identity

Verification of identity of the applicant will be required for all applications. If the utility bills are not in the applicant's name, identification of the individual named on the utility bills will be required in addition to the identification of the applicant.

The following documents can be accepted as proof of identity:



## ATTACHMENT C

- Driver's license issued by the State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color.
- Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document if the document carries a photograph or other personal identifying information.
- Identification card issued by the Federal, State or local government with the same information included on driver's licenses.
- School identification card with a photograph of the individual.
- U.S. military card or draft record.
- Military dependent's identification card.
- U.S. Coast Guard Merchant Mariner card.
- Any combination of three or more corroborating documents to prove identity, such as marriage license, divorce decree, high school and college diploma, employer ID cards and property deeds and/or title.

### 3. Verification of Citizenship

The applicant must complete the application attesting all members requesting assistance are U.S. citizens, have legal immigration status, or are not citizens/without legal status. If the claim of citizenship or non-citizen status is questionable, further verifications must be secured to resolve the issue.

Copies of the following documents will, combined with acceptable proof of identity, establish a person's U.S. citizenship or nationality for purposes of EAP benefits:

- United States passport;
- Report of birth abroad of a U.S. citizen (FS-240) issued by the Department of State to U.S. citizens;
- Certificate of birth (FS-545) issued by a Foreign Service post or Certification of Report of Birth (DS-1350) issued by the State Department;
- Certificate of Naturalization (N-550) or N-570) issued by the United States Citizenship and Immigration Service (USCIS) through a court;
- Certificate of Citizenship (N-560 or N-561) issued by USCIS to persons who derive citizenship through a parent;

## ATTACHMENT C

- United States Citizen Identification Card (I-197) issued by USCIS until 4/7/83 to citizens living near the Canadian or Mexican border who needed it for frequent border crossings (formerly I-179, last issued February 1974);
- Northern Mariana Identification Card issued by the USCIS to a collectively naturalized citizen born in the Northern Mariana Islands before November 3, 1986;
- Statement provided by the U.S. consular officer certifying the individual is a U.S. citizen (this is given to a person born outside the U.S. who derives citizenship through a parent, but does not have a FS-240, FS-545 or DS-1350); or
- American Indian Card with a classification code "KIC" and a statement on the back identifying U.S. citizens of the Texas Band of Kickapoos living near the U.S./Mexican border.

### 4. Residence

- If a client is buying their home, then a copy of a current mortgage statement will need to be provided.
- If the client is renting/leasing their residence, a copy of the lease listing all people living at that address, with the signature of both the tenant and the landlord will need to be provided. If the lease does not list all household members, a signed and dated statement from the landlord with a contact phone number, listing all persons living at the address is needed. Or a Rental Verification Form completed and signed by the landlord, listing their contact information is needed.

### 5. Utility Bills

Applications must be submitted by the person whose name appears on the utility bill or the applicant must provide written authorization, from the individual whose name is printed on the bill, to act on their behalf. The applicant must be the person who is responsible for paying the cost of energy for the household.

The following also needs to be provided:

- A current copy of heating and cooling utility bills.
- If the client does not receive service through Nevada Power, Southwest Gas, or Sierra Pacific, then there needs to be 12 months of bills attached. The 12 month history has to be from the energy company or billing source and will need to reflect usage and dollar amount of each month.

**6. Income (current income/financial means for ALL people living in the home)**

- **Earned income**

Verifications for at least the most current 30 days of check stubs. If paid biweekly or semimonthly, at least the 2 most recent check stubs. If paid weekly, at least the 4 most recent check stubs. If started employment within last 30 days, then a letter from the company on their letterhead listing contact information, date of hire, employee name, rate of pay, schedule of pay (weekly, biweekly, semimonthly) and number of hours to be worked per week. If the client is self employed or works for a temporary or seasonal job, they will need to provide a 12 month history of earnings.

- **Unearned income**

Verifications for at least the most current 30 days proof of income, gifts and/or cash contributions. Social security recipients need to provide their current award letter. If a client is receiving monies paid directly to them or paid to one of their bills, a statement from the person paying the money is needed. The statement needs to include: the name and contact information for the person giving the money, specify who it is paid to (vendor or client), the amount, how long they have been paying, and if they plan to continue paying, the date the statement is written and a signature of the person writing the statement. If it is unemployment received from any state except the State of Nevada, an award letter and proof of the last 2 quarters earnings is needed. If it is child support paid from a state other than the State of Nevada, then a current court order or printout from the distributing state showing 12 months of payments is required.

Note: If basic living expenses (i.e. shelter, utility, etc.) exceed income provide verification of how the household is meeting current living expenses.

**7. Complete Application Checklist**

Attached to top of application packet, reflecting information included, Intake Site name and name of person certifying as completed packet of information unless income loss occurred within the last 60 days.

DWSS agrees to provide compensation in the amount of \$10 for each fully completed Application Packet submitted. DWSS will accept incomplete applications, but no compensation will be provided. DWSS will provide a reason for each Application Packet that is considered incomplete.

STATE OF NEVADA  
 DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
 ENERGY ASSISTANCE PROGRAM

**Intake Site Completed Application Checklist**

EAP Date Stamp

Applicant Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Date signed by Client: \_\_\_\_\_

Intake Site: \_\_\_\_\_

A completed checklist is required to be attached to the top of a completed application packet before it is submitted to the Energy Assistance Program. The Intake Site is responsible for completing the checklist. Refer to the Completed Application Instructions (Attachment C) for a detailed description of the required verification for each item listed below.

Intake Site		EAP Recv'd
	Fully completed EAP application	
	Identification of Applicant	
	Citizenship Verification	
	Home/Residence Verification	
	Heating bill/usage	
	Cooling bill/usage	
	Authorization to apply and identification of person	
	Income	
	Other:	
	Other:	

\_\_\_\_\_  
 Signature of Intake Site Staff/Date

\_\_\_\_\_  
 Signature of EAP Staff/Date

Notes:



**AB 240 VENDOR CERTIFICATION**

Vendor agrees and will comply with the following:

In accordance with NRS 284.1729, as amended, no current employee of the State of Nevada, or former employee with less than two years having expired since that employee's termination or retirement from the State, shall be assigned to perform work on any portion of this contract with the Division of Welfare and Supportive Services. This prohibition applies equally to any sub-contractors that may be used to perform the requirements of the contract.

---

Company Name

---

Print Name

Title

---

Signature

Date

MASTER INTERLOCAL  
AGREEMENT – WITH  
ATTACHMENTS

FOR BOE APPROVAL

**PROVIDER AGREEMENT FOR INTRASTATE INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES**

A Contract Between the State of Nevada  
Acting By and Through Its

Department of Health and Human Services  
Division of Welfare and Supportive Services  
1470 College Parkway  
Carson City, NV 89706

and

Interlocal Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

- 1. REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
- 2. DEFINITIONS.** "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
- 3. CONTRACT TERM.** This Contract shall be effective subject to Board of Examiner's approval and from approval of both parties to **June 30, 2020**, unless sooner terminated by either part as specified in paragraph ten (10).
- 4. TERMINATION.** This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until **30** days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.
- 5. NOTICE.** All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.
- 6. INCORPORATED DOCUMENTS.** The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: SCOPE OF WORK  
ATTACHMENT B: COMPLETED APPLICATION REQUIREMENTS



ATTACHMENT C: INTAKE SITE COMPLETED APPLICATION CHECKLIST  
ATTACHMENT D: INTAKE SITE LOG

6. CONSIDERATION. The parties agree that Contractor will provide the services specified in paragraph five (5) at a cost as specified in ATTACHMENT A. For all interlocal contractors providing services under this Contract, cumulative payments in any Fiscal Year shall not exceed the Legislatively approved budget amount. The State does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

a. Books and Records. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the other party, the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.

b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the other party, the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained by each party for a minimum of three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.

11. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

12. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

13. INDEMNIFICATION. Neither party waives any right or defense to indemnification that may exist in law or equity.

14. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and

shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

17. ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

18. OWNERSHIP OF PROPRIETARY INFORMATION. Unless otherwise provided by law or this Contract, any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

19. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

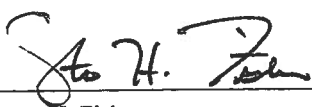
20. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.


21. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).

22. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.

23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the State of Nevada Office of the Attorney General.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

_____ Signature	_____ Date	_____ Title
 Steve H. Fisher	4/22/16 Date	Administrator, Division of Welfare and Supportive Services Title

_____ Signature	_____ Date	_____ Title
 Richard Whitley	4/25/16 Date	Director, Department of Health and Human Services Title

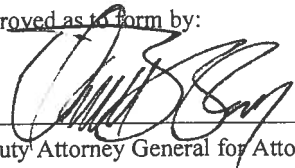
for

APPROVED BY BOARD OF EXAMINERS

\_\_\_\_\_  
Signature – Board of Examiners

On: \_\_\_\_\_  
Date

Approved as to form by:

  
\_\_\_\_\_  
Deputy Attorney General for Attorney General

On: 4/22/16  
\_\_\_\_\_  
Date

**SCOPE OF WORK**  
**Energy Assistance Program Intake Sites**

THE CONTRACTOR AGREES TO:

1. Assist individuals with the completion of Energy Assistance Program (EAP) applications to fully and accurately record family circumstances.
2. Review completed applications to determine if the client's declared circumstances appear to be within Energy Assistance Program eligibility guidelines as published online at the Division of Welfare and Supportive Services (DWSS) website. Inform the customer of their legal right to apply for Energy Assistance Program consideration even when their declared circumstances have been reviewed and appear to be outside Energy Assistance Program eligibility rules.
3. Counsel the customer on other community opportunities that might address their circumstances in the event their declared circumstances are outside Energy Assistance Program eligibility rules.
4. Review the DWSS application for those customers wishing to apply for Energy Assistance Program consideration to determine what supporting documentation will be required to process the application.
5. Identify and collect the required documentation for the application process.
6. Submit fully completed applications as specified in Attachment B with required supporting documentation to designated DWSS office locations for Energy Assistance Program eligibility determinations.
7. Complete and attach as a cover sheet with each completed application a Completed Application Checklist (Attachment C) by the tenth day after receipt of a completed application with the required verification. If not received within the required time frames, the application will be considered a stale claim and compensation will not be provided.
8. Complete and submit an Intake Site Log Form (Attachment D) when submitting applications for compensation to DWSS.
9. Permit authorized state and federal personnel to monitor and/or audit the activities, procedures, cases, and accounting records subject to this agreement, and develop corrective action plans to rectify any exceptions noted in monitoring and/or audit reports that result in noncompliance with this agreement or federal/state statutes and regulations.

DIVISION OF WELFARE AND SUPPORTIVE SERVICES AGREES TO:

1. After review by DWSS staff, provide compensation in the amount of \$10 for each Application Packet if the application was completed correctly and all required documentation was submitted within required time frames. When both conditions are met, DWSS Staff will approve payment. DWSS will accept incomplete applications, but compensation will not be provided. DWSS will provide a reason for each Application Packet that is considered incomplete.
2. Provide application, eligibility and required documentation training to the Contractor to facilitate satisfactory completion of the contractual responsibilities outlined in this agreement.
3. Provide timely dissemination of published changes to application, eligibility and required documentation.
4. Provide to the Contractor, at least monthly, a full listing of applications received and which applications were eligible for compensation and which were not and why.

BOTH PARTIES MUTUALLY AGREE:

1. Information/data provided to DWSS by the Contractor shall remain confidential except as specified in this paragraph. DWSS shall use such information for a client/household for the purpose of establishing the eligibility of and/or the benefit of a client/household.
2. The Contractor shall not use or disclose any information provided by DWSS concerning an applicant/recipient of DWSS services under this agreement for any purpose other than fulfillment of responsibilities set forth in this contract.

## COMPLETED APPLICATION REQUIREMENTS

The Contractor agrees to assist families applying for the **Energy Assistance Program** by ensuring the Application Packet is complete prior to submitting it to the Division of Welfare and Supportive Services (DWSS). Contractor agrees to use the Intake Site Completed Application Checklist (Attachment C) and the Intake Site Log (Attachment D) when submitting applications for compensation.

An application will only be considered complete, if all verifications applicable to the circumstances of the application are attached to the application. Failure to provide a completed application with all verifications will result in the agency not receiving reimbursement for the application received by EAP.

### 1. Energy Assistance Program Application (2824-EL)

Pages 1 through 6 have to be fully completed, with an answer for every question in sections A through G. All adult household members need to sign and date page 4 of the application (Section I). The Head of Household needs to sign and date page 5 of the application (Notice of Rights and Obligations).

Some areas of special attention are:

- Energy Assistance Program Application (2824-EL) Page 1, Section A. It has to list the name, relationship, gender, date of birth, age, citizenship status, disability status, and social security number of everyone living under the same roof. The home address, mailing address and contact phone numbers have to be provided and current.
- Energy Assistance Program Application (2824-EL) Page 2, Section D. The utility information needs to be listed and complete. The name of the energy provider, the account number, as listed on a current bill, and the name on the account. Even if the client wants to have all of the money paid to the cooling vendor, the heating vendor needs to be listed. The arrearage question needs to be marked: Yes or No.
- Energy Assistance Program Application (2824-EL) Page 2-3, Section F. All income, regardless of source needs to be indicated on the application.

### 2. Verification of Identity

Verification of identity of the applicant will be required for all applications. If the utility bills are not in the applicant's name, identification of the individual named on the utility bills will be required in addition to the identification of the applicant.

The following documents can be accepted as proof of identity:

## ATTACHMENT B

- Driver's license issued by the State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color.
- Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document if the document carries a photograph or other personal identifying information.
- Identification card issued by the Federal, State or local government with the same information included on driver's licenses.
- School identification card with a photograph of the individual.
- U.S. military card or draft record.
- Military dependent's identification card.
- U.S. Coast Guard Merchant Mariner card.
- Any combination of three or more corroborating documents to prove identity, such as marriage license, divorce decree, high school and college diploma, employer ID cards and property deeds and/or title.

### 3. Verification of Citizenship

The applicant must complete the application attesting all members requesting assistance are U.S. citizens, have legal immigration status, or are not citizens/without legal status. If the claim of citizenship or non-citizen status is questionable, further verifications must be secured to resolve the issue.

Copies of the following documents will, combined with acceptable proof of identity, establish a person's U.S. citizenship or nationality for purposes of EAP benefits:

- United States passport;
- Report of birth abroad of a U.S. citizen (FS-240) issued by the Department of State to U.S. citizens;
- Certificate of birth (FS-545) issued by a Foreign Service post or Certification of Report of Birth (DS-1350) issued by the State Department;
- Certificate of Naturalization (N-550) or N-570) issued by the United States Citizenship and Immigration Service (USCIS) through a court;
- Certificate of Citizenship (N-560 or N-561) issued by USCIS to persons who derive citizenship through a parent;

## ATTACHMENT B

- United States Citizen Identification Card (I-197) issued by USCIS until 4/7/83 to citizens living near the Canadian or Mexican border who needed it for frequent border crossings (formerly I-179, last issued February 1974);
- Northern Mariana Identification Card issued by the USCIS to a collectively naturalized citizen born in the Northern Mariana Islands before November 3, 1986;
- Statement provided by the U.S. consular officer certifying the individual is a U.S. citizen (this is given to a person born outside the U.S. who derives citizenship through a parent, but does not have a FS-240, FS-545 or DS-1350); or
- American Indian Card with a classification code “KIC” and a statement on the back identifying U.S. citizens of the Texas Band of Kickapoos living near the U.S./Mexican border.

### 4. Residence

- If a client is buying their home, then a copy of a current mortgage statement will need to be provided.
- If the client is renting/leasing their residence, a copy of the lease listing all people living at that address, with the signature of both the tenant and the landlord will need to be provided. If the lease does not list all household members, a signed and dated statement from the landlord with a contact phone number, listing all persons living at the address is needed. Or a Rental Verification Form completed and signed by the landlord, listing their contact information is needed.

### 5. Utility Bills

Applications must be submitted by the person whose name appears on the utility bill or the applicant must provide written authorization, from the individual whose name is printed on the bill, to act on their behalf. The applicant must be the person who is responsible for paying the cost of energy for the household.

The following also needs to be provided:

- A current copy of heating and cooling utility bills.
- If the client does not receive service through Nevada Power, Southwest Gas, or Sierra Pacific, then there needs to be 12 months of bills attached. The 12 month history has to be from the energy company or billing source and will need to reflect usage and dollar amount of each month.



**6. Income (current income/financial means for ALL people living in the home)**

- **Earned income**

Verifications for at least the most current 30 days of check stubs. If paid biweekly or semimonthly, at least the 2 most recent check stubs. If paid weekly, at least the 4 most recent check stubs. If started employment within last 30 days, then a letter from the company on their letterhead listing contact information, date of hire, employee name, rate of pay, schedule of pay (weekly, biweekly, semimonthly) and number of hours to be worked per week. If the client is self employed or works for a temporary or seasonal job, they will need to provide a 12 month history of earnings.

- **Unearned income**

Verifications for at least the most current 30 days proof of income, gifts and/or cash contributions. Social security recipients need to provide their current award letter. If a client is receiving monies paid directly to them or paid to one of their bills, a statement from the person paying the money is needed. The statement needs to include: the name and contact information for the person giving the money, specify who it is paid to (vendor or client), the amount, how long they have been paying, and if they plan to continue paying, the date the statement is written and a signature of the person writing the statement. If it is unemployment received from any state except the State of Nevada, an award letter and proof of the last 2 quarters earnings is needed. If it is child support paid from a state other than the State of Nevada, then a current court order or printout from the distributing state showing 12 months of payments is required.

Note: If basic living expenses (i.e. shelter, utility, etc.) exceed income provide verification of how the household is meeting current living expenses.

**7. Complete Application Checklist**

Attached to top of application packet, reflecting information included, Intake Site name and name of person certifying as completed packet of information.

DWSS agrees to provide compensation in the amount of \$10 for each fully completed Application Packet submitted. DWSS will accept incomplete applications, but no compensation will be provided. DWSS will provide a reason for each Application Packet that is considered incomplete.

STATE OF NEVADA  
 DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
 ENERGY ASSISTANCE PROGRAM

**Intake Site Completed Application Checklist**

EAP Date Stamp

Applicant Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Date signed by Client: \_\_\_\_\_

Intake Site: \_\_\_\_\_

A completed checklist is required to be attached to the top of a completed application packet before it is submitted to the Energy Assistance Program. The Intake Site is responsible for completing the checklist. Refer to the Completed Application Instructions (Attachment B) for a detailed description of each required verification.

Intake Site		EAP Recv'd
	Fully completed EAP application	
	Identification of Applicant	
	Citizenship Verification	
	Home/Residence Verification	
	Heating bill/usage	
	Cooling bill/usage	
	Authorization to apply and identification of person	
	Income	
	Other:	
	Other:	

\_\_\_\_\_  
 Signature of Intake Site Staff/Date

\_\_\_\_\_  
 Signature of EAP Staff/Date

Notes:

STATE OF NEVADA  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
 ENERGY ASSISTANCE PROGRAM

Energy Assistance Program  
 2527 N. Carson St., Suite 260  
 Carson City, Nevada 89706-0246  
 (775) 684-0730 – FAX: (775) 684-0740

Energy Assistance Program  
 3330 E. Flamingo Rd., #55  
 Las Vegas, Nevada 89121-4397  
 (702) 486-1404 – FAX: (702) 486-1441

**INTAKE SITE LOG**

EAP to complete last 2 columns

Social Security Number	Client Name (Last, First) <i>Alphabetical Order</i>	Complete	Incomplete

Date Sent: _____	Total Number of Applications Sent: _____
Intake Site: _____	Contact _____
Name	Name
_____	_____
Address	Telephone
_____	_____
	E-mail Address
	_____



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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: March 30, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Paul Nicks, Budget Analyst  
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting. An analysis of the action item and recommendation is also provided.

**APPROVAL TO PAY A CASH SETTLEMENT**

Pursuant to Article 5, Section 21 of the Nevada Constitution, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.

Agenda Item Write-up:

**Department of Transportation (NDOT) – Administration - \$3,000**

The department requests settlement approval in the total amount of \$3,000 to fully resolve an eminent domain action to acquire a 155 square foot temporary easement for a period of two years, owned by Dawn Chavez, located at 4081 Snowshoe Lane, Reno, Nevada for the widening and reconstruction of South McCarran between Longley Lane and Greg Street. NDOT previously deposited \$2,000 with the Court for a right of occupancy. NDOT now requests an additional \$3,000 to resolve the action. Approval of the additional amount of \$3,000 would bring the total to \$5,000.

Additional Information:

NDOT has considered the benefits of settlement and has made the decision that settlement is reasonable, prudent, and in the public interest. If the board approves the settlement, NDOT intends to enter into a settlement agreement and/or stipulated order to resolve the action in full for the said amount, inclusive of all attorneys' fees, costs, and interest. NDOT will State Highway Funds for the proposed settlement amount.

Statutory Authority:

NRS 41.037

REVIEWED: _____
ACTION ITEM: _____



STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

Transportation Division  
1263 South Stewart Street, Room 315  
Carson City, Nevada 89712

ADAM PAUL LAXALT  
*Attorney General*

WESLEY K. DUNCAN  
*First Assistant Attorney General*

NICHOLAS A. TRUTANICH  
*First Assistant Attorney General*

March 30, 2016

Hand Delivered

Mr. Paul Nicks  
Budget and Planning Division  
Board of Examiners  
209 East Musser Street, Rm 200  
Carson City, Nevada 89701

RECEIVED

MAR 30 2016

GOVERNMENT OF NEVADA  
2016-03-30

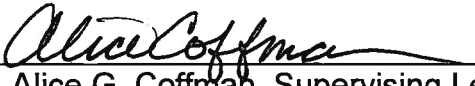
Re: Proposed Settlement of an Eminent Domain Action  
*State of Nevada v. Dawn Chavez, et al.*  
Second Judicial District Court Case No. CV 14-01369

Dear Paul:

Enclosed is the Nevada Department of Transportation's timely submittal for the May 10, 2016 Board of Examiners board agenda. This is a proposed settlement in eminent domain. Should you have any questions regarding this information, please don't hesitate to call our office and speak to Dennis Gallagher at 775-888-7423.

Sincerely,

ADAM PAUL LAXALT  
Nevada Attorney General

By   
Alice G. Coffman, Supervising Legal Secretary  
Transportation Division  
775-888-7412

/agc  
Enclosure



**MEMORANDUM**

**Legal Services Division**

**1263 South Stewart  
Street  
Carson City, Nevada**

**March 29, 2016**

**To:** Board of Examiners  
Governor Brian Sandoval  
Attorney General Adam Paul Laxalt  
Secretary of State Barbara Cegavske

**From:** Rudy Malfabon, Director, Nevada Department of Transportation  
Dennis Gallagher, Chief Deputy Attorney General

**Subject:** Proposed Settlement of an Eminent Domain Action  
State of Nevada vs. Dawn Chavez, et al.  
Second Judicial District Court Case No. CV 14-01369


**SUMMARY**

NDOT filed this condemnation action in 2014 to acquire a temporary easement for soundwall construction for a two year period for the widening and reconstruction of South McCarran Boulevard from Longley Lane to Greg Street, in the Cities of Reno and Sparks in Washoe County.

NDOT respectfully requests an additional \$3,000.00 as full and just compensation for the acquisition of the property and severance damages to the remaining property belonging to Ms. Chavez. This amount will fully resolve the action.

**THE SUBJECT PROPERTY**

NDOT is acquiring a 155 square foot temporary easement for a period of two years over Ms. Chavez' residence, located at 4081 Snowshoe Lane, Reno, Nevada 89502.

**THE ACTION**

NDOT filed a direct condemnation action, CV14-01369, on June 25, 2014. NDOT moved for, and was granted occupancy, supported by an appraisal from Mr. Anthony Wren, MAI for \$2,000.00. Ms. Chavez expressed a desire to settle this matter early in the case. The matter proceeded through negotiations between the parties. Some of the defendants were non-responsive, which significantly lengthened the matter. These issues have been fully resolved, through a combination of motion practice and negotiation.

### **POINTS THAT FAVOR SETTLEMENT**

The key compensation issue in this matter was the valuation of a deck. As with other properties in this project, decks that were deemed to be partially salvageable on initial review were argued by the property owner to be unsalvageable, based on information relayed to the property owner from a contractor.

In this matter, the State's appraiser assumed that most of the backyard's deck would be preserved, and valued only the portion of the deck that he assumed would need to be removed, and recommended just compensation of \$2,000.00. Ms. Chavez advised the State that the deck would be much more significantly damaged than assumed. Ms. Chavez received a quote of \$10,000.00 from a contractor for the repair. After negotiation, Ms. Chavez agreed to settle the case for \$5,000.00.

The amount ultimately agreed to by the property owner is significantly less than the cost of proceeding through trial would be. For example, the pre-litigation appraisal values the property as of October 18, 2013, and a new litigation appraisal would need to be obtained to value the property as of July 3, 2014. In addition to the cost of the appraisal itself, it is likely that the appraised amount would increase, as real estate has increased in price these past few years. It bears noting that in other actions in this same project, updated appraisals have come in at higher amounts.

Further, if fully litigated, then Ms. Chavez' own costs, such as a countervailing appraisal, would be recoverable against NDOT, regardless of the outcome of the action.

### **RECOMMENDATION**

NDOT has considered the benefits of settlement and has made the decision that settlement is reasonable, prudent, and in the public interest. NDOT requests the authority to settle the Action for the total amount of **\$5,000.00** (\$3,000.00 in additional money. \$2,000.00 was previously deposited with the Court).

### **FISCAL NOTE STATEMENT**

NDOT will use State Highway Funds for this proposed settlement amount.

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director

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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 8, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Paul Nicks, Budget Analyst  
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting. An analysis of the action item and recommendation is also provided.

**APPROVAL TO PAY A CASH SETTLEMENT**

Pursuant to Article 5, Section 21 of the Nevada Constitution, the State Board of Examiners may approve, settle or deny any claim or action against the State, any of its agencies or any of its present or former officers, employees, immune contractors or State Legislators.

Agenda Item Write-up:

**Department of Transportation (NDOT) – Administration - \$250,000**

The department requests settlement approval in the total amount of \$250,000 to fully resolve an eminent domain action to acquire the property located at 1234-1414 Western Avenue in Las Vegas for Project NEON. NDOT previously deposited \$2,877,000 with the Court for a right of occupancy. NDOT now requests an additional \$250,000 to resolve the action. Approval of the additional amount of \$250,000 would bring the total to \$3,127,000.

Additional Information:

NDOT has considered the benefits of settlement and has made the decision that settlement is reasonable, prudent, and in the public interest. If the board approves the settlement, NDOT intends to enter into a settlement agreement and/or stipulated order to resolve the action in full for the said amount, inclusive of all attorneys' fees, costs, and interest. NDOT will seek reimbursement from the Federal Highway Administration for the proposed settlement amount.

Statutory Authority:

NRS 41.037

REVIEWED: \_\_\_\_\_  
ACTION ITEM: \_\_\_\_\_





MEMORANDUM

1263 South Stewart  
Street  
Carson City, Nevada

April 4, 2016

**To:** Board of Examiners  
Governor Brian Sandoval  
Attorney General Adam Paul Laxalt  
Secretary of State Barbara Cegavske

**From:** Rudy Malfabon, Director, Nevada Department of Transportation  
Dennis Gallagher, Chief Deputy Attorney General  
Joe Vadala, Special Counsel

**Subject:** Proposed Settlement of an Eminent Domain Action,  
*State of Nevada vs. Las Vegas Golf & Country Club, et al.*  
Eighth Judicial District Court Case No. A-14-705477-C

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SUMMARY

NDOT filed the above-referenced eminent domain action on August 13, 2014 to acquire the entirety of the property located at 1234-1414 Western Avenue (3.29 acres), which was improved with a number of commercial/industrial buildings and a digital billboard. The property is needed for Project NEON. The initial offer to Las Vegas Golf & Country Club ( here in after "Landowner") was for \$4,392,000. After multiple discussions with the landowner and NDOT's right-of-way team, NDOT was able to slightly reduce the amount of property being taken to allow the landowner to retain a small parcel to which NDOT has agreed to relocate the digital billboard. Therefore the complaint was amended to reflect this slightly reduced acquisition and NDOT deposited \$2,877,000 with the Court, representing the appraised amount of the property, excluding the billboard and the retained site.

NDOT requests settlement authority in the total amount of \$3,127,000 to resolve the pending litigation and acquire the property. Because NDOT previously deposited \$2,877,000 with the Court, NDOT is now requesting an additional \$250,000 to completely resolve the action.

THE ACTION

The Landowners in this case are legal entities wholly controlled by the Meyers family, who have owned the property for over 50 years. After NDOT filed its action in August 2014, the Landowners answered and asserted counterclaims alleging they were entitled to precondemnation damages and goodwill for the loss of the Meyers Electric business, which had operated for decades from one of the buildings on the property and closed shortly after NDOT took occupancy. NDOT contested both of these allegations.

Board of Examiners  
Proposed Settlement  
State of Nevada vs. Las Vegas Golf & Country Club, et al.  
April 4, 2016

Over the course of the litigation, the Landowners disclosed their expert witness, Carol Ann Doherty, MAI, who opined that the value of the property was \$3,765,000 and that the Landowners were entitled to precondemnation damages of nearly \$4 million. The Meyers family, as owners, are long-time Las Vegas who would make sympathetic witnesses, testified in their deposition that they believed the property was worth \$9,000,000. NDOT's expert, Tami Campa, MAI, opined that the property's value was \$2,877,000.

### **POINTS THAT FAVOR SETTLEMENT**

While NDOT does not believe that a rational jury would put much weight in the unsupported valuation testimony of a landowner, particularly when their own expert testifies the value to be a fraction of their opinions, a jury could conceivably adopt the Landowners' opinions. As such, NDOT's total potential exposure at trial is over approximately \$10,000,000 when considering verdict and interest. A much more realistic assessment would be to compare NDOT's expert's opinion of \$2,877,000 to the landowners' expert's opinion of \$3,765,000. While NDOT is confident that its expert has the better analysis and conclusions, the Landowners' expert is reputable and has been able to defend her position. Without even considering the merits of the Landowners' counterclaims for precondemnation damages and goodwill, the requested settlement amount at under 9% over NDOT's expert's opinion, inclusive of all costs, fees and interest, is considered reasonable and in the best interest of the State.

### **RECOMMENDATION**

NDOT has considered the benefits of settlement and has made the decision that settlement is reasonable, prudent, and in the public interest. NDOT requests the authority to settle the Action for the remaining amount of \$250,000 (\$3,127,000 minus \$2,877,000 already deposited with the Court). If the Board approves the settlement, NDOT will pay the agreed-upon balance and have the Court enter a Judgment and a Final Order of Condemnation transferring ownership of the Property to NDOT, resolving this Action in its entirety as among all parties, inclusive of all attorney's fees, costs, interest and all precondemnation damage and goodwill claims.

### **FISCAL NOTE STATEMENT**

NDOT will seek reimbursement from the Federal Highway Administration for the proposed settlement amount.



# LAS VEGAS GOLF AND COUNTRY CLUB

Business Entity Information			
Status:	Active	File Date:	05/07/1951
Type:	Domestic Corporation	Entity Number:	C203-1951
Qualifying State:	NV	List of Officers Due:	05/31/2016
Managed By:		Expiration Date:	
Foreign Name:		On Admin Hold:	No
NV Business ID:	NV19511000135	Business License Exp:	05/31/2016

Registered Agent Information			
Name:	SANDRA L. GARRETT	Address 1:	4890 N CIMARRON RD
Address 2:		City:	LAS VEGAS
State:	NV	Zip Code:	89149
Phone:		Fax:	
Mailing Address 1:	PO BOX 571384	Mailing Address 2:	
Mailing City:	LAS VEGAS	Mailing State:	NV
Mailing Zip Code:	89149		
Agent Type:	Noncommercial Registered Agent		
<a href="#">View all business entities under this registered agent ()</a>			

Financial Information			
No Par Share Count:	0	Capital Amount:	\$ 300,000.00
Par Share Count:	800.00	Par Share Value:	\$ 500.00

Officers		<input type="checkbox"/> include Inactive Officers	
<b>Secretary - SANDRA L GARRETT</b>			
Address 1:	5412 CORAL GABLES DR	Address 2:	
City:	LAS VEGAS	State:	NV
Zip Code:	89130	Country:	
Status:	Active	Email:	
<b>President - JESS H MEYERS</b>			
Address 1:	4890 N CIMARRON RD	Address 2:	
City:	LAS VEGAS	State:	NV
Zip Code:	89149	Country:	
Status:	Active	Email:	

Actions/Amendments
<a href="#">Click here to view 24 actions/amendments associated with this company ()</a>

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Disclaimer

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director

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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 11, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Heather Field, Budget Analyst  
Budget Division  
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT OF WILDLIFE**

Agenda Item Write-up:

Pursuant to NRS 281.160, the department is requesting Board of Examiners' approval of their updated travel reimbursement policy which includes travel reimbursement rates that are less than US General Services Administration (GSA) rates.

Additional Information:

Field Biologists, Game Wardens and other similar employees often perform tasks in remote areas with no access to motel or hotel lodging. Camping is an accepted form of lodging for the efficiency of wildlife field work. The agency's proposed policy contains the addition of camping gear reimbursements for this reason. The proposed camping gear reimbursement costs are \$5 per day through June 30, 2016 and \$10 per day beginning July 1, 2016.

Additionally, the agency has added a Game Warden Trainee per diem rate to the policy. This rate covers the costs of a required in-service administrative training Mini-Academy also located in remote areas with limited cooking facilities. The Game Warden Trainee per diem is equivalent to 50% of the GSA rate starting July 1, 2016.

The current travel reimbursement policy was last approved by the Board of Examiners on September 11, 2007 and included camping per diem rates lower than the GSA rates. The proposed policy continues the same camping per diem rate with no increase at this time.

This request complies with the State Administrative Manual policy 0208 requiring the Board of Examiners approval when adopting lesser rates.

Statutory Authority:

NRS 281.160 and State Administrative Manual Policy 0208

<p><b>REVIEWED:</b> _____</p> <p><b>ACTION ITEM:</b> _____</p>
--



BRIAN SANDOVAL  
Governor

STATE OF NEVADA

## DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120

Reno, Nevada 89511

Phone (775) 688-1500 • Fax (775) 688-1495

TONY WASLEY  
Director

LIZ O'BRIEN  
Deputy Director

JACK ROBB  
Deputy Director

## Memorandum

**To:** Heather Field, Budget Analyst  
Budget Division - Governor's Finance Office

**From:** Kim Jolly, Management Analyst III  
Director's Office - Department of Wildlife

**Through:** Liz O'Brien, Deputy Director of Administrative Services

**Re:** Seeking BOE approval to pay less than GSA Per Diems under certain circumstances, per NRS 281.160 and State Administrative Manual 0208

### **(A) Camping Per Diems**

NDOW has had camping rate per diems since before the GSA Rates were established in the SAM. Thereafter, the agency Travel Policy was updated to incorporate agency Camping per diems/gear reimbursement, and received Board of Examiners' approval on September 11, 2007.

Since 2007, numerous housekeeping changes are needed to keep the NDOW Travel Policy current with the SAM and other factors. Our past few Budget Division Analysts advised that we would need a second BOE approval for the Camping Rates and any other less than GSA per diems.

**Justification for Camping Rates less than GSA** - Field Biologists, Game Wardens, and other employees work in the field for several days or weeks at a time. Often there are no motels where work is being done within the rural areas, or the distance to a rural motel is such that is not efficient for wildlife field work. NDOW employees across the entire agency had 1,941 camping nights this year.

NDOW surveyed other wildlife agencies across the West and the country and they similarly require field work for days and weeks at a time in remote locations where there is no available lodging.

- The other states' wildlife agencies pay comparable rates for combined meals (or groceries) and gear reimbursements as we are proposing, and do NOT use the GSA because it exceeds reasonable cost of groceries while camping.
- NDOW surveyed other Nevada State agencies but none require as much work in the field as Wildlife so they are not comparable.

**Camping Meal reimbursement** is according to the same customary mealtimes in the agency Travel Policy but the reduced rate of \$26/day (Breakfast=\$5.50, Lunch=\$6.50, Dinner=\$14) and is a flat rate for any location. This was increased in 2007; we are not proposing any rate changes to this, but seek approval as this is less than the GSA.

**Camping Gear Reimbursement** rate covers all personally owned gear and camping equipment such as sleeping bags, cots, camp stoves, propane, trailers, etc. used for overnight camping and is a flat rate for any location.

Instead of lodging costs to offset wear and tear of personal camping gear, the reimbursement would be \$5/day through June 30, 2016, and then increase to \$10/per day for starting on July 1, 2016. The gear rate has not changed in 10 years.

#### **(B) GAME WARDEN TRAINEE 50% GSA**

NDOW recruits game wardens and financially provides for their Category 1-Peace Officer Standards Training tuition. Although we are one of the few law enforcement agencies that do this, it is one way to compete with the higher wages among local government law enforcement.

After POST graduation, NDOW requires an in-service administrative training Mini-Academy, as well as lengthy In-Field Training Program across the entire State of Nevada. This Field Training is mostly in rural Nevada and very remote for many weeks on end. Other Category 1 agencies only require field training within a smaller geographical area, i.e., Washoe County, Public Safety, Reno Policy Department, and provide training close to the recruits' physical home addresses, etc.


Due to the extended amount of time in the Mini-Academy and Field Training program, and fact that these are not yet officially agency Game Wardens, the full GSA would not be financially possible. NDOW does provide temporary housing when available to include some limited cooking facilities.

However, during the Mini-Academy and Field Training when travel from that housing extends over 24 hours NDOW proposes to pay a *Game Warden Trainees per diem* equivalent to 50% of GSA starting July 1, 2016. This idea of 50% GSA was borrowed from the Division of Forestry Travel Policy. For FY 16, 50% GSA would be the following:

- Rural Nevada = \$23/day total (Breakfast=\$5.50, Lunch=\$6, Dinner=\$11.50)

- Washoe County and Clark County areas = \$32/day total (Breakfast=\$7.50, Lunch=\$8, Dinner=\$14)



<p style="text-align: center;"><b>NEVADA DEPARTMENT OF WILDLIFE INTERNAL POLICY AND PROCEDURE</b></p>	<p><b>Pages:</b> 15 (plus Appendices) <b>Effective:</b> April 2016</p> <p style="text-align: center;"></p> <p><b>Director Signature:</b> <b>BOE Approved:</b> September 11, 2007 and <i>Pending May 2016</i></p>
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**TITLE:** Travel and Per Diem

**AUTHORITY AND REFERENCE:** NRS 281.160, NRS 616C.477, State Administrative Manual (SAM) 0200 entire chapter on Travel, SAM 2616 Supporting Documentation for Expenditures.

**AFFECTED EMPLOYEES:** Director (PC# 0001), Deputy Directors (PC# 0169 and #0188), Budget Analysts (PC# 0158 and PC# 0124), Accounting Assistant III (PC# 0194), Accounting Assistant II (PC# 0408), and All Employees.

**PURPOSE:** To provide guidelines upon which to determine when an employee is entitled to receive reimbursement for out-of-pocket expenses for travel, meals and incidentals in the transaction of public business.

**POLICY:** The Department recognizes that to accomplish its goals of management, survey, enforcement, research and development of wildlife needs, daily field trips or extended overnight trips are necessary.

The Department will reimburse expenditures of the employee in the transaction of public business to the limit authorized through law and rates set forth by the Nevada State Board of Examiners in the State Administrative Manual (SAM), which are comparable to the rates established by the U.S. General Services Administration (GSA) except in circumstances outlined in this policy.

In the event this Department policy and procedure contradicts any future changes to NRS, NAC, the State Administrative Manual, or other directives, those will supersede.

**DEFINITIONS:**

**Camp Status** refers to an employee who is in travel status but is camping, and does not stay in a motel or hotel; those in camp status receive the reduced camping per diem/meals and incidentals rates.

**Customary Meal Times** during travel status are part of the hours and conditions which an employee will be allowed to claim meals for reimbursement. Breakfast is customary between 7-8am and eligible for per diem if travel begins on or before 7:00am; Lunch is customary between 12:00-1:00pm and eligible for per diem if travel begins on or before 11:00am; Dinner is customary between 6:00-7:00pm and eligible for per diem if travel ends on or after 7:00pm.

**CONUS** means the Federal abbreviation for Continental United States, which is frequently used to refer to the annually set travel reimbursement rate for certain areas.

**Duty Station** means the address of location that is the primary place of work on a permanent basis, as defined in the Moving and Interview Expense Policy. For employees, this means your assigned office address. For Wildlife Commissioners who are not employees, this means the home address.

**M&IE** means Meals and Incidental Expenses.

**Municipality** means village, town, or city.

**Non-routine activity** means an activity that is performed as part of an employee's job duties or responsibilities but not as a routinely or regularly scheduled activity.

**Non-surveyed (also known as Standard CONUS locations)**– These are areas that are less frequently traveled by the federal community and whose counties and cities are not specifically listed with separate GSA rates. The per diem rate would be the Standard CONUS rate.

**Out-of-pocket expense** when used for meals where the meal is purchased from a commercial dining establishment or for groceries for a campout while in travel status or when used for lodging where lodging services are paid for/purchased by the employee.

**Per Diem** means the allowance for lodging, meals and incidental expenses; for normal travel to one destination, the round trip per diem is the amount equivalent to that destination; Qualifying meals for per diem are calculated from the destination GSA rate. For example, if traveling to Reno to Las Vegas the per diem will be according to the Las Vegas GSA rates.

**Personal gear** refers to personally owned sleeping bag, cot, tent, camping stove, cooking utensils, or trailer, camping gear, etc.

**Surveyed area** means an area that is frequently traveled by the federal community and is reviewed on an annual basis and whose counties and cities are specifically listed with separate GSA rates. In federal terms these are also known as non-standard locations because the standard CONUS rates do NOT apply.

**Travel status** means when employee is on public business away from the office, within the State or outside of the State at least (50) miles one-way outside the municipality in which the employee's duty station is located. **Exceptions:** Employees whose routine duties require travel are not considered to be in travel status, even if the activity is 50 or more miles from the duty station. For the purposes of per diem, these routine duties are not reimbursable unless the employee is away for 24 hours or more.

For reimbursement purposes, at least fifty (50) miles one way qualifies for meals and overnight lodging\*. Travel begins and ends at the duty station unless the employee has been approved to leave from home if it is closest to the destination.

**Exceptions:** Lodging and/or per diem for an overnight stay in areas less than 50 miles of the employee's duty station will not be allowed unless justified in writing and pre-approved by the supervisor and only for the following conditions:

1. Inclement weather or adverse road conditions make travel difficult or unsafe;
2. Late official meetings are required

Employees whose routine duties (such as game wardens, field biologists, fish hatchery employees, wildlife management area employees, etc.) requires travel are not considered to be in travel status, even if the activity is 50 or more miles from the duty station. For the purposes of per diem, these routine duties are not reimbursable unless the employee is away for 24 hours or more.

## **PROCEDURE:**

### **Employees Responsibilities**

All employees will review this policy and complete the Certificate of Understanding Form in the Appendix of the policy and return it to their supervisor and NDOW HR. Employees traveling on state business are

responsible for representing the State of Nevada in a positive, ethical manner. Additionally, there are responsible for choosing the most cost effective means of travel possible, preparing all necessary request forms, investigating GSA rates and completing their claims accurately before submitting them for approval. See FY2016 Nevada GSA rates in *Appendix C*.

### **Professional Development Trip Reports (In-State or Out-of-State trips)**

The agency values professional development for employees. However, due to fiscal restraints associated with travel, not every employee can attend. To share the value upon returning from unique professional development, employees who travel on professional development trips will prepare a travel report (ex: a memo, email) about what they learned gathered from the development, and share within their division administrator and peers.

### **Supervisor Responsibilities**

Supervisors are responsible for reviewing and approving allowable claims and disapproving or rejecting disallowable claims in compliance with the GSA Allowances, with this BOE-Approved Department Travel Policy fairly and consistently for all their employees.

## **OVERVIEW**

NDOW State officers and employees in travel status shall receive reimbursement as authorized by the Nevada State Board of Examiners, at a rate comparable to the per diem rates for lodging, meals, and incidental expenses established by the US General Services Administration (GSA), with taxes also reimbursable. The maximum allowance rates for lodging vary by city/county and by season; there may be multiple rates for each destination depending upon the season. **See Appendix C** for the most current Nevada GSA rates. New federal rates will be posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) effective October 1 each year.

The Accounting Assistant II will notify by email the approving supervisor and their Div. Administrator of travel claims that were erroneously approved if errors are \$50 or more in difference.

### **Determining Meal Rates and Lodging Rates**

If an area is not listed on the federal travel per diem web site, the rate will be the GSA rate established for lodging per night, and meals and incidentals per day for non-surveyed areas. The GSA Per Diem Footnotes further clarifies the per diem locality:

1. Unless otherwise specified, the per diem locality is defined as "all locations within or entirely surrounded by the corporate limits of the key city, including independent entities located within those boundaries."
2. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

In other words, if the specific city is not listed, but the county is, then the per diem rate is the rate for that entire county (such as Henderson in Clark County). If the city and the county are not listed, then that area is considered to be a Standard CONUS location.

### **Lodging Receipts Required**

Per the State Administrative Manual (SAM) edition, receipts are required for all lodging expenses, in-state and out-of-state. Employees must keep track of any lodging receipts, even in CONUS non-surveyed areas. No lodging claims will be paid without a receipt.

### **Taxes**

In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. *For example, if the maximum lodging rate is \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount.*

### **One (1) Name per Claim**

Per the State Administrative Manual, chapter 0220-Travel Filing Claims "TE (Travel Expense) forms may not contain claims for expenses associated with travelers other than the traveler indicated on the form, even if the traveler paid for the other travelers' expenses."

If other lodging arrangements have been made, such as staying with relatives or friends, or choosing to stay with another employee who has paid for their room, only one traveler can submit the lodging receipt at the approved GSA rate for one person per room. The rooming employee would only claim meals, and, on the TE claim form, writes "other lodging arrangements were made".

**Contractors** - Per SAM 0200 and 0320, Contractors are eligible for travel reimbursement at the State rates in accordance with the requirements of this Travel Policy if travel is included in the contract, and paid through the contract company which contractors work through (for instance Apple One or Manpower), not through NDOW's travel budgets category 02 and 03.

### **EXCEEDING THE GSA**

According to the State Administrative Manual, certain exceptions to the rate of reimbursement are allowed for in-state lodging. Upon approval of the agency head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:

- a. Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
- b. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. For example, Fridays, Saturdays, and Sundays are often priced significantly higher than weeknights.

If one of the condition(s) above exists, agencies may apply the following rules to the rate of reimbursement:

- c. **For In-State Travel**, 150% of the standard CONUS federal per diem rate for **non-surveyed** in-state sites;
- d. **For out-of-state travel** 175% of the federal per diem rate for surveyed out-of-state sites, or; 300% of the standard CONUS federal per diem rate for non-surveyed out-of-state sites; or
- e. As otherwise approved by Budget Director (after approval from Director) (As approved change to the SAM at BOE Sept. 9, 2014.)

### **Prepare Exception Memo**

To use and claim this exception, if lodging exceeds the GSA and meets the exceptions to the GSA as stated above, submit a written or electronic request with Supervisor and Division Administrator approval to that affect, to the Director prior to filing Travel Claim, ideally, prior to the actual travel.

**TAXES & MEAL/INCIDENTAL REIMBURSEMENTS FOR ALL TRAVEL**

**Meals**

Meals will be reimbursed in accordance with the current GSA allowance for meals and incidental expenses (M&IE).

For travel away from the duty station lasting more than one day the employee will be reimbursed for meals and incidental (M&IE) at 100% the GSA rate for each full day if within the Customary Meal Times. Qualifying meals for per diem are calculated from the destination GSA rate, i.e. traveling to Las Vegas from Reno then per diem according to LAS Vegas GSA.

**Receipts are not required for meal** reimbursements or the Incidental allowance, yet a copy of the current GSA allowance for lodging and M&IE must be included with the employee's Out of State Travel Request prior to travel. The Accounting Assistant II will maintain copies in employee's travel file of the pertinent GSA rate for travel. The M&IE rates vary by season, for guidance on deducting these amounts employees should refer to the "Meals and Incidental Expense Breakdown" link on the GSA website. NDOW employees will claim M&IE only within the *hours and conditions for reimbursable meals* outlined in this policy (not the federal reg. of 75% first and last day).

The SAM 0206 instructs all agencies to adopt detailed policies on travel, including the hours and conditions during which an employees is able to claim meals. NDOW has established customary mealtimes.

**Customary Mealtimes** – for travel days and same-day travel, qualifying meals for per diem and for incidentals are reimbursable according to the customary mealtime during which those activities fall, and the GSA cost per meal for the destination. Customary Mealtimes include **Breakfast** is customary between 7-8am and eligible for per diem if travel begins on or before 7:00am; **Lunch** is customary between 12:00-1:00pm and eligible for per diem if travel begins on or before 11:00am; **Dinner** is customary between 6:00-7:00pm and eligible for per diem if travel ends on or after 7:00pm.

<b>Customary Mealtimes</b>	<b>Breakfast 7-8am</b>	<b>Lunch 12-1pm</b>	<b>Dinner 6-7pm</b>
<b>Reimbursable meal if...</b>	Employee begins travel on or before 7am.	Employee begins travel on or before 11am.	If employee ends travel on or after 7pm.
<b>M&amp;IE Rate</b>	See Federal GSA for surveyed area. If non-surveyed, then use Standard M&IE.	See Federal GSA for surveyed area. If non-surveyed, then use Standard M&IE.	See Federal GSA for surveyed area. If non-surveyed, then use Standard M&IE.

The employee is eligible to receive reimbursement for breakfast, lunch, incidentals, and dinner if in travel status for a minimum 12 hours 7am to 7pm.

**Notation of Inclusive/Event-Provided Meals**

Meals eaten or lodging utilized at no cost to the employee, in-flight meals, or meals included in conference registration fees are not eligible for reimbursement and cannot be claimed. However,

employees may receive reimbursement for breakfasts even though continental breakfasts are provided.

FSS will automatically check and correct any travel claims, to ensure employees aren't missing something. Therefore, if not claiming a meal because the meal was provided by the conference or event, please note "event-included meal" on the travel claim.

### **Other Miscellaneous Expenses Reimbursed with Receipt**

Per the SAM 0212 and 0214, employees will be reimbursed for actual expenses incurred with the receipts for parking or vehicle storage fees for private or State vehicles, and commercial transportation costs (i.e., taxi, shuttle bus, railroad tickets, etc.), business related expenses including use of internet services, computers, printers, faxing machines, scanners, conference room rentals, official phone calls.

- An employee may claim laundry cleaning/pressing services after four (4) consecutive nights or longer of work-related travel Receipts are required for any of these expenses.
- Travel Charge card fees for cash advances (receipt will not show the charge, but the receipt provides proof of ATM use)
- Automated teller machine (ATM) charges for each authorized advance may be claimed.
- **Any other Incidental Expenses** not listed will be reimbursed without receipt according to the GSA IE Rates, including luggage carts, metered parking, and taxicab tips.

### **Camping Rates**

NDOW Employees often camp for field work or patrol because the work is in a rural area, far away from a hotel and it is more efficient and economical considering all factors including mileage and time.

The Department of Wildlife camps more often than most departments, and thus gained approval from the BOE for this special circumstance and to define camping rates at lesser than GSA rates, as allowable by NRS §281.160.

Camp status refers to an employee who is in travel status but is camping, and does not stay in a motel or hotel; those in camp status receive the reduced camping per diem/meals and incidentals rates. Similar to regular travel status, the destination is the meal rate, not actual location. Camp rates only apply until camping ends. Once the destination is a hotel, the GSA per diem for that destination begins.

### **Camping/Personal Gear Reimbursement - \$5/night now, \$10/night Starting July 1, 2016**

Employees in camp status who use their own personal gear; including sleeping bag, cot, sleeping pads, tent, camp stove, trailers, cooking utensils, etc., may claim for \$5 (or \$10 starting 7/1/16) per night for maintenance and long-term replacement for all of the employee's personal gear (not NDOW-owned). This reimbursement rate applies to one or all personal gear items, and not to each individual item.

For example, if an employee used his or her tent, sleeping bag, and cot the reimbursable camp rate would still be the \$5 or \$10 total. For claim form purposes, the rate is to be entered in the lodging column on the Travel Expense Reimbursement Claim form. In the "purpose" section, indicate that this is camp status.

### **Camping Meal Reimbursement**

Meals are reimbursable if they are taken at least 50 or more miles from the duty station municipality and the meals are eaten at an out-of-pocket expense to the employee. The Customary Mealtimes for regular travel apply to camping as well. **When in Camping Status, the Meal and Incidental Expenses (M&IE) will be reimbursed at the following rates:**

Meal Period	Breakfast (on or before 7am)	Lunch (on or before 11am)	Dinner (on or after 7pm)	Full Day of meals (on or before 7am to on or after 7pm)	Full Day of Meals and Gear (on or before 7am to on or after 7pm)
Camp Status/ M&IE Rate	\$5.50	\$6.50	\$14.00	\$26	\$31 (\$26+\$5)  <i>Beginning 7/1/16</i> \$36 (\$26 + \$10)

**Government Partner Campsites**

NDOW staff typically camps off campsites at areas where government partners allow free sites. However, when a fee is necessary for a reservation the employee paying the reservation fee will be reimbursed for the cost of the camp site. When camping or staying at federal or other state facilities, all such employees shall similarly claim the reduced per diem for Camp Meal Rates (not the standard GSA meal rates). By facilities, this means camping sites, bunkhouses, or WMAs not office property.

**Work Crew or Workshop Designation**

In lieu of individual camping per diem claims, the Department may, at the supervisor's discretion:

- Pay the costs of room and board directly, in which case the employee shall not claim reimbursement; and/or
- Purchase groceries for the project as a Direct Purchase Authorization (per SAM 1500), in which case, the employee shall not claim reimbursement. The direct purchase will be supported by an approved purchase order specifying "in lieu of meal per diem," dates of meals, purpose and location of work crew, and a list of all participants.
- For example: Federal and State staff travel to a remote location for tour on bus, supervisor buys sub sandwiches and waters for group (with state credit card or purchase order).

**NON-REIMBURSABLE ACTIVITIES (DISALLOWABLE EXPENSES)**

- a. **Boarding Pass Charges** - Southwest Airlines allows employees to check-in boarding passes up to 24 hours before the flight. If the boarding passes are printed at the hotel or if the employee checks in via wireless network there are charges to the agency. Employees are encouraged to check-in using the free method (smart phone applications), and only if necessary to print boarding passes at the airport or where there are no charges to the employee.
- b. **Meals During Routine Duties** - Unless the employee is in travel status (more than 50 miles from duty station for a period of 24 hours or more), employees are not entitled to receive reimbursement for meals if the activities are routine duties within the employees' designated areas of responsibilities even if the activity is 50 or more miles from the duty station.

**c. Workers Compensation Travel or Retirement Board Appointments**

Employees who have returned to work from an absence due to a work-related injury or occupational disease, and who must be absent from work to travel more than 50 miles to a subsequent medical appointment, will receive his regular hourly pay rate for his scheduled work hours when traveling to workers' compensation doctor's appointments. This type of travel is not travel status eligible for per diem.

**CONDITIONS OF TEMPORARY HOUSING\***

Regional Supervisors and supervisors will ensure that conditions of NDOW owned or partnering agency's travel trailers, bunk houses, or other rural sites that are used for employees are clean, livable, and basic appliances (AC/heaters, refrigerator, oven and/or stove, microwave, shower and toilet, sink) must be in working conditions prior to next employee move-ins and before vacating employees move-out. Employees moving out will leave the living quarters clean, and note items not in working condition prior to move-out.

Certain NDOW employees such as but not limited to fisheries and habitat seasonal employees, game warden trainees, etc., have job duties such that the Department will provide facilities. Field work for these positions is a routine work duty, and this is not travel status and may not claim lodging or personal gear reimbursement. If work is for more than 24 hours, then travel status applies and camp rates for meals are claimable by employees.

**State Game Warden Trainees (Effective July 1, 2016 upon BOE Approval)**

The first 8-10 months of training requires flexibility and short-term changes in housing. The Supervisor(s) and Chief Game Warden will approve all Game Warden Trainee travel and lodging or housing for field training in advance of travel and claims.

- A. POST Academy (4-6 months)** Trainees attending away from their duty station will not receive food or lodging per diem. Trainees may claim mileage to and from the POST Academy at the beginning and end of the academy if away from their duty station.
- B. Department "Mini-Academy" (4-6 weeks)** Trainees may be provided an NDOW vehicle if available. Or, if no vehicle is provided, may claim mileage to and from the mini-academy at the beginning and end of the mini academy *when away from their duty station*. When away from their duty station, the department may provide lodging or temporary housing, depending on the location. The trainee may also claim meal per diem at 50% GSA *if away from their duty station*.
- C. Field Training Program (9-12 weeks)** at various locations across the state. The Supervisor(s) and Chief Game Warden will approve Warden Trainee travel and lodging or housing for field training in advance of travel or claims. When away from their duty station, trainees may be provided an NDOW vehicle if available. Or, if no vehicle is provided trainees may claim mileage to and from each field training phase location at the beginning and end of each phase.

The Department may either provide lodging, or temporary housing in the form of travel trailers, Department bunkhouses, other agency bunkhouses, or motels at the Department's discretion, and depending on the location, if trainees are away from their duty station. The trainee may claim meal per diem at 50% GSA if away from their duty station if work is for more than 24 hours and more than 50 miles. All hotels/motels and trailer pad expenses will be reimbursed with receipts,



## MANDATORY ADVANCED APPROVAL PRIOR TO OUT-OF-STATE TRAVEL

Travel out-of-state cannot proceed until the Out-of-State Travel Authorization Request form (see Appendix) is signed and approved by the employee's supervisor and the Deputy Director or Director. This approval is required even when no cost will be incurred for the travel. The request must be through the employee's supervisor on an Out-of-State Travel Authorization Request form at least 30 days before the trip.

### Exceptions to Out-of-State Travel Pre-Approval:

1. Short-term Operational fieldwork in the immediate vicinity not to exceed 90 miles of the Nevada border requires no formal approval.
2. Emergencies - an approved request must still be submitted as soon as possible following the emergency).
3. Extended trips for out-of-state law enforcement investigations require the employee fax or e-mail the Out-of-State Travel Authorization Request form to the supervisor for approval prior to travel.

## TRANSPORTATION

Travel in-state or out-of-state must be by the least expensive method available when such factors as total travel time, salary of traveler, availability or need for agency vehicle, overtime generated and cost of transportation are considered.

1. If travel is by Department or motor pool vehicles, employees should carpool whenever possible and economically advantageous to the agency.
2. **If travel is by commercial airline**, the employee must use air coach service only, and use the mandatory contracted company **Southwest Airlines**, for all locations they service. Employees traveling outside the state to destinations serviced by Southwest Airlines shall also use SWABIZ to book flights.
  - a. When booking a Southwest flight, employees must use the corporate Internet booking tool, **SWABIZ** at <https://www.swabiz.com/>, to obtain low fares and Rapid Rewards credit. The agency ghost account will be billed for the flight, instead of employee paying personally and being reimbursed.
  - b. **SWABIZ information from the Contract page on [www.purchasing.nv.gov](http://www.purchasing.nv.gov)**: SWABIZ will always display a 5% discount on all refundable "Business Select" and "Anytime" fare; will display the lowest available "Wanna Get Away" rate, which *may* reflect a 3% discount (if a discount is available); will provide free travel management reports for agencies to track air reservations; does not charge service fees to book flights; however, if any changes are made to the reservation, there may be a charge for the differences between the two reservations. SWABIZ bills for changes on the agency State facilitated credit card billing.
  - c. When using Southwest Airlines/SWABIZ, *do not use* a travel agent – the \$25 service charge will not be reimbursed.
  - d. Transportation to and from air terminals may be by bus, limousine, shuttle, or taxi, whichever rate is less.

3. **Employees traveling to destinations not serviced by Southwest Airlines must book travel using the travel agency *Welcome Aboard***, which charges a nominal booking fee. However, the agent has our ghost account, and provides reporting. The agency ghost account will be billed for the flight, instead of the employee personally paying for flights and being reimbursed. This saves on the back end reconciliation as well.
4. **Voluntary Air Travel Changes:** It is the employee's responsibility to keep travel changes to a minimum and notify the Accountant Assistant II (PC# 0408) if a reservation has been cancelled so the refund or credit can be tracked.
  - a. If employees change tickets to earlier or later flights, the employees may have to pay out-of-pocket at the counter using a personal credit card for the difference but may submit the fee for reimbursement on the travel claim.
  - b. Some airline flight tickets are not allowed to be changed within 4 hours of the flight time without incurring additional charges, and should be avoided.
5. Employees are encouraged to participate in **airline bonus flight points** for miles flown or as an inducement to travel with that airline for State travel – if any bonus flight points or incentives accumulated for State travel, those *must* be used to reduce the Department's future travel expenses.
6. **If air service does not include meals** while in route, the employee will be reimbursed for each meal which is obtained at an out-of-pocket cost to the employee at the SAM rate. If the service does include meals, the employee will not be entitled to reimbursement.

**USE OF PRIVATE AIRCRAFT** – Per SAM, agencies must determine rate of reimbursement for private aircraft. If an employee elects to utilize his or her own aircraft in the line of public business, he may be reimbursed up to the maximum allowed for a similar commercial flight, based on the State's contract prices(s), depending on the negotiated rate between the employee and Division Administrator. This requires prior approval of the supervisor and submission of proof of insurance to Risk Management prior to use. Under no circumstances will the cost of utilizing this alternative exceed the cost of its commercial (air coach) alternative when all costs are considered, or the per mile rate if the employee had driven.

#### **Airline transportation planning tips:**

Whenever possible, employees should purchase tickets 14 days in advance for the best savings. Before making reservations, the employees should consider whether to purchase nonrefundable or refundable tickets. Nonrefundable tickets are less expensive and should be used when the employee is fairly certain there will be no changes to the reservation as is often the case when traveling to a destination. For the return reservation, if there is a chance that the employee may need to change the flight, the refundable ticket may be less expensive in the long run, particularly if the public business finishes earlier or later than expected (such as a Saturday Commission Meeting).

#### **MANDATORY CONTRACT ON RENTAL CARS**

Per SAM 0218, Vehicles must be rented from companies with whom the Purchasing Division and Fleet Services Division have negotiated overriding agreements. It is not necessary for the agency to purchase additional insurance when renting under those agreements as part of the negotiated contract rates, includes insurance coverage.

As such, usage of the negotiated contracts is mandatory. This protects employees and the State of Nevada, the rental rates and terms with the vendors include insurance coverage in case of damages.

When renting cars for travel on state NDOW business please utilize the link through the purchasing website [http://purchasing.nv.gov/Contracts/Documents/Vehicle\\_Rentals/](http://purchasing.nv.gov/Contracts/Documents/Vehicle_Rentals/) and the contract numbers below.

A contracted rental car company will not ask for Risk Management/insurance information, when the requestor reserves the car and provides the following contract numbers:

- Enterprise – X254WNV
- Hertz – CDP88103

#### **USE OF PERSONAL VEHICLES (SAM 0504)**

Use of private vehicles for travel for public business is strongly discouraged because of the added expense to the agency and liability to the employee. Funds must be available to cover the cost within the budget to which the expenditures are to be charged.

- The State's insurance does not extend to or over an employee's personal vehicle in the event of an accident. Any damage claims are, therefore, charged to the employee's own insurance coverage. Similarly, the State's blanket policy *does not* indemnify an employee in the event of bodily injury resulting from a traffic accident while operating their own vehicle, even on official business.
- Personal vehicle use/reimbursement will only be approved if no other vehicles are available, and all other travel alternatives have been evaluated and use of private vehicles is found to be the best alternative at the least cost to the Department. (such as gas mileage as compared to State Vehicle).
- It is the employee's responsibility to obtain and report the current costs for all available methods of travel on the Authorization to Use Private Vehicle form\* (see Appendix) for the supervisor's consideration and evaluation. This separate written approval must be obtained in order to be reimbursed every time a personal vehicle is used on public business.
- If extra time is involved as the result of using a private vehicle, as opposed to flying or using an agency vehicle, that the employee will: 1) Be on annual leave, compensatory time off, or personal leave for the extra travel time; and 2) not claim meals and other travel expenses in route that would not be incurred if using air travel or an agency vehicle, provided that air travel would, all things considered, be the least expensive and most efficient means of travel.

An employee must fill out the Authorization to Use Personal Vehicle Form and obtain approval signatures from their immediate supervisor, Division Chief, and Deputy Director/Director. (In Appendices) The approved "Authorization to Use a Private Car" form must be attached to the Travel Expense Reimbursement Claim. Personal Vehicle mileage reimbursement will not be approved unless the form was approved prior to the travel.

#### **MILEAGE**

The most current State mileage reimbursement rate is established by memorandum by the Budget Office (As of January 2016 - <http://budget.nv.gov/Policy-Directives/>). It will be uploaded to the NDOW Intranet by the Fiscal Services Staff as it is updated.

**Employer convenience Rate-** As of January 2016, which has been *decreased to 54 cents per mile*. Reimbursement for the use of a private vehicle for the convenience of the Department may be approved, only if:

- a. There is no adequate Department vehicle available; or
- b. There is no State Fleet Division vehicle available; or

- c. The use of a private vehicle at the rate per mile is less than using a Department or motor pool vehicle; or
- d. When all other factors are considered the use of a private vehicle is the most cost-effective method available.

**Employee convenience Rate** - The rate of reimbursement for the use of a private vehicle when travel is for the convenience of the employee shall be based on Board of Examiners established rates at one-half the standard mileage reimbursement rate. As of January 2016, the mileage rates *decreased* from 28.75 cents per mile to **27 cents per mile**.

## **FILING TRAVEL CLAIMS**

### **Submit Claims promptly**

Supervisor-approved travel claims shall be submitted (can submit electronically) *after the actual travel* to the Accounting Assistant II (PC# 0408) no later than within 30 days of travel, using the Department's approved Claim form from Fiscal Services Section.

For employees using the State facilitated charge card, a 5-day turn-around is required in order to be reimbursed for interest charges incurred on a late payment. It is recommended to submit these as soon as soon as return to your duty station.

### **FSS to Maintain Current Form**

The most current version of the *Travel Expense Claim Form* will be maintained by FSS staff on the NDOW Intranet and shared NDOW drive. Claims submitted using the incorrect or personalized form will be returned to the employee without action pending submission of the correct form.

### **Electronic Versions Acceptable**

For prompt reimbursement submit the signed claims Claim Form electronically to FSS and scan any receipts and submit with the TE claim. However, the employee must still mail original receipts even if submitting electronically) as NDOW must keep these receipts per internal controls and SAM.

## **STEP-BY-STEP INSTRUCTIONS**

Submit an original *Travel Expense Reimbursement Claim*; electronic form copies are acceptable, and receipts to the Fiscal Services Section via the supervisor to include:

1. Employee's Name/Position; Internal ID; Department/Division; Official (duty) Station.
2. Check the appropriate affidavit statement for "travel advance" or "no travel advance."
3. Employee's signature which attests to the accuracy of the claim and complies with this policy and procedure. The claim must have an original signature from the employee. To submit electronic copies, sign and then scan and email or fax the TE claim.
4. The supervisor's signature which attests to the review and accuracy of the claim and complies with this policy and procedure. The claim must have an original signature from the supervisor.
5. The traveler's status as a state officer or employee, board or commission member, or independent contractor.

6. Actual date and time of entering or leaving travel status shall be reported to the nearest fifteen minute interval.
  - a. Start of travel status time should be entered on first date of travel only.
  - b. End time of travel status should be entered on last day of travel only.
  - c. Do not include entering or leaving times for the days in-between.
7. Destination and the purpose of each trip. The destination must be a geographical location, locatable on a map. The purpose of travel must be specific.
8. Whether the travel was for training and what type and purpose of training (i.e. Professional Development Conference, Supervisors Training, Warden Trainee Field Training or mini-NDOW academy, or warden trainee P.O.S.T. Academy mileage)
9. Transportation method to include code/mileage/cost. If travel was by private car, the approved authorization must be attached to the claim.
10. Miscellaneous expenses (code and cost) unless included in M&IE.
11. Daily expense receipts and lodging receipts submitted with the employee travel claim. If no meal or lodging is claimed while in travel status, enter a statement below the last entry explaining why (Example: "Provided at no cost to employee"). If lodging exceeds the GSA and meets the exceptions to the GSA, submit a Memo with Supervisor approval to that affect.
12. Allowable or disallowable expenses other than:
  - a. Toll telephone calls for official purpose should not be claimed on the travel claim; calls should be charged to the telephone credit card.
  - b. Telephone fees for using the telephone (i.e. "Access Charges") may be claimed. However, they must be separately delineated on the travel claim and not be included as part of the "lodging" cost.
  - c. Dues and registrations should be paid by purchase order. However, if an employee pays out-of-pocket for the dues or registration, the employee may request reimbursement on the Travel Expense Reimbursement Claim providing proof of payment by the employee is included with the claim.
  - d. Campsite reservations are allowable. When camping or staying at federal or other state facilities employees can only claim the camping meal rates (not a split claim between GSA per diem and camping).
13. Camp Status (yes or no) and note on form which nights were camp status if combined with regular travel status.
14. The employee's work schedule (as reported on NEATS), if other than 8 a.m. to 5 p.m. Monday through Friday, must be indicated on the Travel Expense Reimbursement Claim.
15. Code the claim to the complete account code:
  - a. Org (Division and fund source, 4 digits)
  - b. Sub-Org (Project, 2 digits)
  - c. Job (location, 2 digits)
16. Totals for the claim.
17. Attach all necessary receipts (scan these if submitting electronically and then mail original)
  - a. Copy of the flight itinerary (whether paid by State facilitated credit card or employee personally). A copy of the flight itinerary receipt *must be* submitted to the Fiscal Services

Section Accounting Assistant II *as soon as the flight has been booked* to enable a cross-reference between the State facilitated credit card flight billings and the employee's travel claim.

- b. Transportation expenses for shuttles, taxis, train, etc.
  - c. Parking/storage fees must indicate private car, state car, or rental car.
  - d. Hotel receipts for all lodging
  - e. ATM and bank transactions associated with the travel
18. At the end of a fiscal year, if the travel spans the end of June and the beginning of July, the employee must submit two Travel Expense Reimbursement Claim forms:
- a. One form for the dates in June with the statement "Trip Continued in FY \_\_\_\_" (fill in fiscal year).
  - b. One form for the dates in July with the statement "Trip Continued from FY \_\_\_\_" (fill in fiscal year).
  - c. Both claims are due to the Fiscal Services Section by July 10<sup>th</sup>.
19. Travel necessary on a regular day off as a result of Department business the day previous or day following may be considered overtime. If travel is the only work accomplished, overtime shall be for actual travel status time only.
20. Claims submitted by Nevada Board of Wildlife Commissioners will be reviewed and signed by the Director or a designee.
21. Finally, Submit via mail all paperwork to FSS, ATTN: Accounting Assistant II. Or, if submitting electronically, scan signed claim form, receipts and email to Accounting Assistant II, and then mail in original receipts.

## **USE OF STATE FACILITATED TRAVEL CHARGE CARD AND CASH ADVANCES**

### **Travel Charge Card**

The State facilitated travel charge card is for travel-related expenses such as meals, gas in a rental car, etc. (not for other expenses), when traveling on official public business only. Only State officers and employees who travel more than 4 times in a year may be eligible to receive a State sponsored credit card. (The employee can use the agency supplied fuel card to purchase gas for a state owned vehicle). The card must not be used for personal use. The State Internal Auditor requires agencies to review individual accounts to assure they are used only for public travel-related expenses. Travel charge cards require prior approval from the supervisor, may take a week or more to receive, and are requested through the Accounting Assistant III (PC# 0194).

## **APPENDICES**

- A. CERTIFICATE OF UNDERSTANDING
- B. OUT-OF-STATE TRAVEL AUTHORIZATION FORM
- C. NDOW TRAVEL CLAIM FORM 2015, AND SAMPLE COMPLETED FORM
- D. CURRENT GSA ALLOWANCE FOR LODGING AND M&IE IN NEVADA (FOR FEDERAL FY 2016)
- E. AUTHORIZATION TO USE PRIVATE VEHICLE FORM
- F. RENTAL CAR LEAFLETS - ENTERPRISE BOOKING LEAFLET

**TRAVEL POLICY 2016 Certificate of Understanding**

I, \_\_\_\_\_ (printed name) have read and understood the Department of Wildlife Travel Policy, agree to comply with the guidelines set forth within, and understand that failure to do so may result in disciplinary action.

Signature of individual \_\_\_\_\_

Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

***Copies should be made of this certificate after signing, and must be distributed and kept on file either electronically or on paper, by the following:***

*1st copy - Individual*

*2nd copy - Supervisor*

*Original - Human Resources staff*



# DEPARTMENT OF WILDLIFE OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST



**SECTION 1**

<b>DEPARTMENT OF WILDLIFE</b>		
AGENCY	OFFICIAL STATION	DATE
EMPLOYEE	DESTINATION	DESTINATION PHONE #

**SECTION 2**

**DATES OF TRAVEL STATUS:** \_\_\_\_\_

**PURPOSE OF TRIP:** \_\_\_\_\_

**SECTION 3**

<b>COST:</b> GSA Per Diem \$ _____ GSA Lodging \$ _____ Air Fare \$ _____ Parking \$ _____ Motor Pool \$ _____	Pers. Vehicle \$ _____ Registration \$ _____ Ground \$ _____ Public Trans \$ _____ Rental Car \$ _____ Other \$ _____
---	--

**Total Request:**     \$

\*Include a print out of the current maximum GSA rate for that city/region.

**SECTION 4**

Will the employee be combining state business with personal business?     Yes     No

If yes, has written permission been initiated by the employee and approved by the Director demonstrating that no additional costs will be incurred by the State?     Yes (attached)     No

How many employees will be attending the same meeting? \_\_\_\_\_    Training Session?     Yes     No

**WAS TRIP APPROVED IN THE CURRENT D.E.A.?**     Yes     No    **AMOUNT:** \$ \_\_\_\_\_    **Page#** \_\_\_\_\_

If "no" please explain: \_\_\_\_\_

**PROJECT CHARGED**

ORG		SUBORG		APPR. UNIT		JOB #
<i>DIV</i>	<i>FS</i>	<i>PROJ</i>	<i>BUDGET</i>	<i>CAT</i>	<i>LOC</i>	

_____ SUPERVISOR'S APPROVAL	_____ DATE
_____ DIVISION CHIEF'S APPROVAL	_____ DATE
_____ FISCAL STAFF'S REVIEW	_____ DATE
_____ DIRECTOR'S APPROVAL	_____ DATE



# State of Nevada TRAVEL EXPENSE REIMBURSEMENT CLAIM (SEE NDOW TRAVEL POLICY FOR DETAILS)

I declare under penalties of perjury that to the best of my knowledge this is a true and correct claim in conformance with the governing statutes and the State Administrative Manual and its updates.

I do ~~not~~ have a travel advance. I ~~do~~ have a travel advance from my agency or State Treasurer \_\_\_\_\_

Name/Position \_\_\_\_\_

Internal ID \_\_\_\_\_

Department & Division \_\_\_\_\_

Official Station \_\_\_\_\_

Signature of Traveler \_\_\_\_\_

Transportation Codes: **add all that apply**  
 P - Plane X - Passenger in Car D - Diners Club  
 PP - Private Plane PT - Public Trans: Subway, City Bus  
 PC - Private Car SC - State Car: Motor Pool or Agency Car  
 OT - Other: Limousine, Taxi, Shuttle, Rental Car, Inter-City Bus, Railroad  
 Miscellaneous Codes:  
 A - ATM Fees\* I - Incidentals Expense\* PA - Parking\* D - Diners Club

Supervisor's/Agency Approval \_\_\_\_\_

Traveler is: \_\_\_\_\_  
 State Officer or Employee Independent Contractor Whose Contract Provides for Travel  
 Board or Commission Member

Date	Destination and Purpose of Each Trip	Training Y/N	Travel Time		Transportation			Miscellaneous Expenses			Daily Expenses				Total For Day		
			Started	Ended	PC/PP	Mileage	Cost	Code	Amount	B	L	D	Full Day M&IE*	GSA Lodging Rate			
																	0.00
																	0.00
																	0.00
																	0.00
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																	0.00
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																	0.00
<b>Camp Status YES or NO</b>																	
																	0.00
<b>Total of this Claim</b>																	
<b>Balance Due to Traveler:</b>																	
																	0.00
																	0.00

\*Receipts are required for:  
 "Other" transportation expenses  
 ATM and bank transactions  
 ALL hotel & transportation expenses  
 Include a print out of the current GSA rate

Traveler is personally liable for repaying advances and Travel Card charges. Lodging reimbursed at accrual cost not to exceed GSA rates.  
 \*Full Day M&IE = Full Day of GSA Meals and Incidental Expenses  
 This form is used for the State to reimburse the traveler and must be submitted within one month of completion of travel unless prohibited by exceptional circumstances (SAM 0220.0).



# FY 2016 Per Diem Rates for Nevada

(October 2015 - September 2016)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACCO) website (a non-federal website).

You searched for: **Nevada**

Standard Rate	Applies for all locations without specified rates	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$51
Incline Village / Reno / Sparks	Washoe	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$136	\$136	\$97	\$64
Las Vegas	Clark	\$108	\$108	\$108	\$108	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$108	\$64

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

NDOW TRAVEL POLICY CUSTOMARY MEALTIMES				
MEAL PERIOD Reimbursable if...	Breakfast - Employee is in travel Status at 7am or earlier	Lunch - Employee is in travel status between 11am-1pm	Dinner - Employee is in Travel Status From 7pm or later	Incidental Expenses
<b>M&amp;IE Total (not including lodging)</b>				
<b>FY16 Total \$51</b>	Standard Rate (everywhere else in NV) \$11	\$12	\$23	\$5
<b>FY16 Total \$64</b>	Incline Village/ Reno/Sparks/ Washoe County \$15	\$16	\$28	\$5
<b>FY16 Total \$64</b>	Incline Village/ Reno/Sparks/ Washoe County \$15	\$16	\$28	\$5
<b>Total \$26, Plus gear see IE</b>	<b>Camping Meal Rates</b> \$5.50	\$6.50	\$14.00	<b>Currently \$5 for Personal Gear, Proposed \$10 (July 1, 2016)</b>

**THE GSA IS CALCULATED FROM THE DESTINATION, NOT ACTUAL LOCATION DURING MEAL.**

Employees will be reimbursed for actual expenses incurred with the receipts for parking or vehicle storage fees for private or State vehicles, and commercial transportation costs (i.e., taxi, shuttle bus, railroad tickets, etc.), business related expenses including use of internet services, computers, printers, faxing machines, scanners, conference room rentals, official phone calls, and ATM fees, travel charge cards. **Any other Incidental Expenses** not listed will be reimbursed without receipt according to the **GSA IE Rates**, including luggage carts, metered parking, and taxicab tips.

**NEVADA DEPARTMENT OF WILDLIFE  
Authorization to Use Private Vehicle**

Employee requesting authorization to use private vehicle:	
Travel Dates From: _____ To: _____	Destination: _____
Explanation/Justification:  	
Indicate: _____ Employee or _____ Employer Convenience	
Evaluation of estimated expenses by travel method other than Department vehicle:  Air Coach: \$ _____  Motor Pool (if Department vehicle is not available): \$ _____  Personal Vehicle: _____ miles x _____ rate = \$ _____	
<b>ATTESTATION:</b>  The employee understands that if extra time is involved as the result of using a private vehicle, as opposed to flying or using an agency vehicle, that the employee will: <ol style="list-style-type: none"> <li>1. Be on annual leave, compensatory time off, or personal leave for the extra travel time; and</li> <li>2. Not claim meals and other travel expenses en route that would not be incurred if using air travel or an agency vehicle, provided that air travel would, all things considered, be the least expensive and most efficient means of travel.</li> </ol> There are serious implications involved if an employee is involved in an accident in their personal vehicle that need to be considered: <ol style="list-style-type: none"> <li>1. The State's insurance policy does NOT extend to or over an employee's personal vehicle in the event of an accident. Any damage claims are, therefore, charged to the employee's personal insurance coverage.</li> <li>2. Similarly, the State's blanket policy does not indemnify an employee in the event of bodily injury resulting from a traffic accident while operating their personal vehicle, even if on official business. The employee should check their personal coverage for any restrictions or limitations when using a personal vehicle for official business.</li> </ol> I, _____, have read and understand the above restrictions and implications of using my personal vehicle for official business and hold harmless the Department should I be involved in a vehicle accident.  Date: _____	
Supervisor and Division Chief signatures indicate that there is approval and sufficient budget authority to cover the travel expense for use of the employee's personal vehicle.	
Immediate Supervisor Approval and Signature: _____	Date: _____
Division Chief Approval and Signature: _____	Date: _____
Director or Deputy Director Approval and Signature: _____	Date: _____



## RENTAL CAR FAQ's



- The State of NV Contract ID is **XZ54WNV** (pin NEV if requested)
- **Insurance coverage included in rates automatically**
- **Taxes & fees waived for rentals originating in the state of Nevada**
- Home city, off airport rentals through a large network of local locations
- Long term rentals
- FBO rentals
- Earn benefits and shorten your time at the counter by using Emerald Club program



- The State of NV Contract ID is **XZ54WNV**
- When renting at an airport it is encouraged that you rent from **NATIONAL**
- **Insurance coverage included in rates automatically**
- **Taxes & fees waived for rentals originating in the state of Nevada**



- Enjoy bypassing the rental counter with National's Emerald Club Aisle and Emerald Reserve services at most major North American airport locations. You may enroll in the Emerald Club via the Emerald Club enrollment link found on the Purchasing Departments web site under "Contract Information"  
<https://www.nationalcar.com/offer/nevada>
- Reserve a mid-size car, pay the mid size rate and personally choose any available car on the aisle.
- Expedited rentals with pre-printed rental agreements at dedicated, members only counters at over 400 other locations
- Automatic membership upgrade opportunities with enhanced benefits based on rental frequency
- Choose your own rewards: earn credits towards free rental days or airline miles with our airline partners
- Option to receive rental receipts via e-mail after every rental, plus arrival and departure alerts
- Unlimited mileage in the U.S. for both one-way and non-one-way rentals for compact up to full-size size vehicles
- Update your Emerald Club profile anytime with 24-hour online profile access
- Return your car quickly with Handheld Return Service (National agent on lot to greet you and provide receipt) at most major locations

View these contracts and additional information on the Purchasing Division's web site at <http://purchasing.state.nv.us> and click on the "Contract Information" link for pricing and other information included in the "Facts Sheet and Program Summary." You can also reserve your vehicle online via the link attached to our logos or via the URL below:

[http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=NEVADA](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=NEVADA)



**MEMORANDUM FOR: State of Nevada Employees**

**Program and Services Summary**

Hertz is excited to offer The State of Nevada Employees our best in class programs and benefits.

Below is a brief description of these services which will make your Hertz Rental Experience even more rewarding.

When making a reservation for business travel, make sure you use the following Corporate Discount Number:

**State of Nevada Corporate Discount Number (CDP): 88103**

***Hertz #1 Club Gold***

Signing up for Hertz #1 Club Gold means you can bypass the regular rental counter and proceed directly to your pre-assigned vehicle, saving your valuable time. It also means you only have to complete one rental agreement with Hertz. And you only have to tell Hertz your rental preferences exactly one time. As a #1 Club Gold member, you will also be automatically enrolled in Hertz's frequent renter program in which you will be able to earn higher levels of Gold service, personal free day certificates, free upgrades and bonus frequent flier miles. To enroll in the Hertz #1 Club Gold Program, please follow the steps outlined below:

1. Access the Internet address: <http://www2.hertz.com/goldcorp>
2. Enter State of Nevada
3. Enter State of Nevada CDP #: 88103
4. Enter the assigned Promo Code #: 6784
5. Click on "Join Now"
6. Complete personal, business, and credit card information fields
7. U.S. Optional Services, Car Class – select according to the travel policy
8. Smoking/non-smoking car – select preference
9. NeverLost navigational system – accept or decline
10. CANADA Optional Services – select according to the travel policy
11. Complete remaining fields and submit enrollment form
12. You will receive your Hertz #1 Club Gold Number via a printable member card on the screen
13. Update your travel profile with your Hertz #1 Club Gold Number [if applicable]

In order to protect you from misuse of your #1 Club Gold profile, please note that for your first Gold rental, you will need to approach the Gold counter to show personal identification. You will not need to wait in line at the main Hertz counter.

Your #1 Club Gold number will be returned to you instantly, but you must wait 5-7 working days before it can be used in order for your information to be confirmed by Hertz.

if you have any problems enrolling in #1 Club Gold Service online, please contact [firstchoiceseattle@hertz.com](mailto:firstchoiceseattle@hertz.com) and they will be happy to assist.

### Overview of the Hertz Program

- Effective through September 30, 2012.
- For use by all State of Nevada Agencies, Political Subdivisions and Non-Profit Corporations, Participating Institutions of Higher Education (College & Universities, Community & Technical Colleges).
- The State Contract includes LDW/Liability Coverage for Business Rentals only and **only on the State Contracted Rate at participating locations**. The CDP # must be noted on the Rental Agreement. If the terms of the rental agreement are violated, LDW/Liability Coverage will not apply.
- Drivers must have a Valid Drivers License and Credit Card and be at least 18 years of age at participating locations.
- State issued Corporate Credit Cards and personal credit cards are acceptable Forms of Payment.
- Hertz has Direct Billing Programs available for your convenience. If you are interested in setting up a Direct Billing Program, contact John L. Martin at johnmartin@hertz.com.
- Accidents – you must promptly report any accident, theft or vandalism involving the car to Hertz and to the police.
- Airport Concession Fees and Taxes are a separate charge and are not covered under the Contract Agreement.
- One-way rentals at participating locations are charged \$125/rental if distance exceeds 500 miles.
- Daily Loss of Use Fee; \$50.00
- NeverLost (GPS) is \$12.95/day.
- Sirius Satellite Radio is \$3.00/day.
- International Discounts apply.
- It is recommended that you fill up the gas tank prior to return.

\*\*\*Please refer to the Amendments & Current Pricing link on the State of Nevada purchasing website for current pricing\*\*\*



Rentals returned to the renting city, include UNLIMITED miles per rental day and are not discountable. They do not include refueling and service charges. For One-Way rentals over 500 miles, a One-Way fee of \$125 will be charged.

**WEEKLY/MONTHLY RATES**

In the United States the weekly Corporate Rate will be six (5.5) times the daily rate. The monthly Corporate Rate will be twenty (20) times the daily rate.

**VEHICLE DAMAGE RESPONSIBILITY**

Loss Damage Waiver is included as part of the above program for vehicle rented in the United States, on business rentals only, on all rates. (6J)

**LIABILITY PROTECTION COVERAGE**

Liability protection coverage is offered in the amounts of \$1,000,000 Combined Single Limit on business rentals on all rates.

**AGE REQUIREMENTS**

Minimum rental age of 18 when traveling on State business. (A8)

**For questions regarding the contract please contact:**

**Marcy Troescher (State of Nevada Purchasing Services Division)  
775.684.0199 mtroescher@purchasing.state.nv.us**

**Important Hertz U.S. Phone Numbers**

General Reservations	1-800-654-3131
Hertz #1 Club Gold Department	1-800-227-4653
Emergency Road Service	1-800-654-5060
Extending a Current Rental	1-800-654-4174
First Choice	1-800-229-8749

## **SURCHARGE CITIES**

<u>State</u>	<u>Location</u>	<u>Daily Surcharge</u>	
California	Burbank Airport	\$3.00	
	John Wayne Airport	\$3.00	
	Oakland Airport	\$3.00	
	San Jose Airport	\$3.00	
	San Luis Obispo	\$13.00	
Idaho	Boise	\$6.00	
	Idaho Falls	\$6.00	
	Pocatello	\$6.00	
	Sun Valley	\$6.00	
Illinois	Chicago	\$8.00	
Maryland	Baltimore	\$8.00	
Massachusetts	Boston	\$8.00	
Michigan	Detroit	\$8.00	
Montana	Butte	\$10.00	
	Missoula	\$10.00	
New Jersey	Newark	\$19.00	
New York	JFK, LGA Airports	\$29.00	
	Manhattan	\$29.00	
Pennsylvania	Philadelphia	\$8.00	
Oregon	Bend	\$10.00	
	Klamath Falls	\$10.00	
	Medford	\$10.00	
	Pendleton	\$10.00	
	Redmond	\$10.00	
	Salem	\$10.00	
	SunRiver	\$10.00	
	Washington	Pasco	\$10.00
		Pullman	\$6.00
	Spokane	\$6.00	
	Walla Walla	\$10.00	
	Wenatchee	\$10.00	
	Yakima	\$10.00	
Washington DC		\$8.00	

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director


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

***Budget Division***

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 11, 2016

To: James R. Wells, Clerk of the Board  
Governor's Finance Office

From: Christian Schonlau, Budget Analyst   
Budget Division

Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting.

**DEPARTMENT OF BUSINESS AND INDUSTRY –  
DIVISION OF INDUSTRIAL RELATIONS**

Agenda Item Write-up:

Pursuant to NRS 232, as amended by AB 14 of the 2015 Legislature, the Advisory Council to the Division of Industrial Relations requests that the Board of Examiners designate the following debts as bad debts as they have been determined to be uncollectible by the Office of the State Controller.

**A. Business and Industry, Division of Industrial Relations - \$1,145,067.48**

The reported debt consists of:

- Mechanical Section Fees/Fines-\$1,735.06
- Occupational Safety and Health Administration Fines/Penalties-\$200,424.00
- Uninsured Employer Claim Account-\$429,067.30
- Workers' Compensation Administrative Fines and Premium Penalties-\$513,841.48

Additional Information:

The private collection agency has been unable to recover any of the outstanding debts that are included in this request. The detail of each debt is attached to the Industrial Relations Division's memo to the Advisory Council. These debts were deemed uncollectible by the Advisory Council at its meeting on January 12, 2016.

Statutory Authority:

Assembly Bill 14 of the 78<sup>th</sup> Nevada Legislature

**REVIEWED:** \_\_\_\_\_

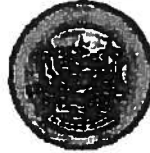
**ACTION ITEM:** \_\_\_\_\_

BRIAN SANDOVAL  
Governor

STATE OF NEVADA


BRUCE BRESLOW  
Director, B&I

DON SODERBERG  
Administrator



DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INDUSTRIAL RELATIONS

January 12, 2016

To: Division of Industrial Relations Advisory Council  
From: Steve George, Administrator, Division of Industrial Relations   
Subject: Approval of Bad Debts of the Division of Industrial Relations for Referral

Per AB 14 (2015) "For any amount of debt the Division determines is impossible or impractical to collect, the Council shall request the State Board of Examiners designate such amount as a bad debt. ..."

The Division of Industrial Relations (DIR) requested and received through a unanimous vote of the Advisory Council the approval to request that certain bad debts of the DIR be forwarded to the State Board of Examiners because these debts are impossible or impractical to collect. All attempts to locate and collect from the responsible parties have failed. The DIR's bad debts were presented at the January 12, 2016, Advisory Council meeting.

Please see attached breakdown of individual fines, penalties, and uninsured.

Mechanical Section Fees/Fines	\$	1,735.06	✓
Occupational Safety and Health Administration Fines/Penalties:	\$	200,424.00	✓
Uninsured Employer Claim Account	\$	429,067.30	✓
Workers' Compensation Administrative Fines and Premium Penalties:	\$	513,841.12	✓
Total Recommended Write-offs:	\$	1,145,067.48	✓

Total Request: \$1,145,067.48

Total Approved: \$1,145,067.48

  
Gary Milliken, Chairman, Division of Industrial Relations Advisory Council

1/12/16  
Date Approved

**CERTIFICATE OF ADVISORY COUNCIL RESOLUTION**

I, Steve George, Secretary of the Advisory Council of the Division of Industrial Relations, do hereby certify that a duly constituted meeting of the Advisory Council on January 12, 2016, held via videoconferencing at the Division's offices located at 1301 N. Green Valley Parkway, #200, Henderson, Nevada and 400 W. King Street, #400, Carson City, Nevada, it was upon motion duly made and seconded, that it be:

**WHEREAS** upon recommendation of the Administrator of the Division of Industrial Relations ("Division") to the Advisory Council that certain delinquent debts owed to the Division are impossible or impractical to collect;

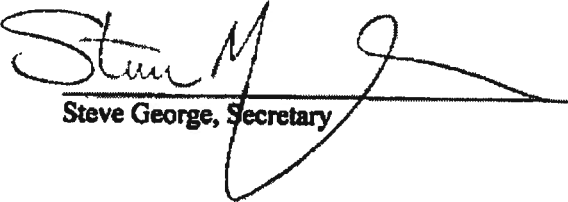
**WHEREAS** the Advisory Council has reviewed the recommendation and concurs in the Administrator's recommendation;

**NOW, THEREFORE, IT IS RESOLVED** that the following delinquent debts owed to the Division which are impossible or impractical to collect, as set forth in the attached spreadsheets; and it is further

**RESOLVED** that these delinquent debts be referred to the State Board of Examiners with a request that such debts shall be considered bad debts.

It was upon further motion made and seconded that it be further voted and passed by a majority of the Members of the Advisory Council: That Steve George, in his capacity as Administrator of the Division of Industrial Relations, is empowered, authorized, and directed to execute, deliver, and accept any and all documents and undertake all acts reasonably required or incidental to accomplish the foregoing vote of a majority of the Members of the Advisory Council, all on such terms and conditions as he in his discretion deems to be in the best interests of the Division.

SIGNED this 12 day of January, 2016.

  
Steve George, Secretary

**Mechanical Compliance Section**  
(Rev. 11/30/15)

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR #843	Boyd Gaming	2011-1239	6/24/2011	Invoice	\$500.00	\$450.00	\$50.00	1/12/2016	Statute has expired (3 years from last contact) last contacted 12/22/2011 - paid referred amount - B&I took fee, leaving balance due of \$50.00 towards invoice - requesting that amount written off. Since this invoice, they are currently paid all invoices.
DIR #851	Law Office of Brian C. Padgett	2010-8083	10/21/2010	Invoice	\$120.00	\$ 105.60	\$14.40	1/12/2016	Statute has expired (3 years from last contact) last contacted 03/28/2012 - paid referred amount - B&I took fee, leaving balance due of \$14.40 towards invoice - requesting that amount written off. Since this invoice, building has been sold and all invoices have been paid up to date.
DIR #853	Creative Surface Solutions, Inc.	2010-10202	12/23/2010	Invoice	\$80.00	\$64.80	\$15.20	1/12/2016	Statute has expired (3 years from last contact) last contacted 05/14/2012 - paid referred amount - B&I took fee, leaving balance due of \$15.20 towards invoice - requesting that amount written off. Since this invoice, building has been sold and new company is current on all invoices.
DIR #1397	BCBG Max Azaria Group, Inc.	2011-12475	4/11/2011	Invoice	\$240.00	\$120.00	\$156.00	1/12/2016	Statute has expired (3 years from last contact) last contacted 9/28/2012 paid half balance due - B&I took fees leaving a balance of \$156.00 towards invoice - requesting that amount written off. Since this invoice, company HAS NOT paid invoices, current amount due to the State is \$276.00 plus assessed B&I fees
DIR #1401	Paul Albert Tetreault dba Air Con Services	2011-12898	3/31/2011	Invoice	\$160.00	\$0.00	\$208.00	1/12/2016	Statute has expired (3 years from last contact) last contacted 9/28/2012 - No payment made. There are \$48.00 in B&I fees assessed. Since this invoice, location has been sold, a church now owns property and has paid all invoices to date.
DIR #1403	Eugene, Diane & Dale Fong dba Bob's Cleaner (aka Pristine Cleaner)	2011-11327	2/15/2011	Invoice	\$270.00	\$0.00	\$364.50	1/12/2016	Statute has expired (3 years from last contact) last contacted 9/28/2012 - No payment made. There are \$33.00 in B&I fees assessed. Company HAS NOT paid any invoice since this - currently has a balance due to the state of \$290.00 plus assessed B&I fees
DIR #1668	Laure Steed dba Granello Bakery	2011-11369	5/12/2011	Invoice	\$160.00	\$156.80	\$3.20	1/12/2016	Statute has expired (3 years from last contact) last contacted 11/2/2012 - Paid referred amount, B&I took their assessed fees, leaving a balance of \$3.20, requesting that amount be written off. Since this invoice, all invoices have been paid and up to date.

1/12/2016  
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**DIR ADVISORY COUNCIL WRITE-OFF INFO**

**NV OSHA - Henderson**

(Rev. 11/30/15) [Ref. NRS 353c.140]

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR632	Frontier Homes Service, LLC	313973158	5/24/2010	Administrative Fine	\$ 375.00	\$0.00	\$ 375.00		No payment received since referred to Controllers Office, submission date - 10/1/2010
DIR633	MS Framing, LLC	313444978	12/12/2009	Administrative Fine	\$ 3,850.00	\$0.00	\$ 3,850.00		No payment received since referred to Controllers Office, submission date - 10/1/2010
DIR634	MS Framing, LLC	313972705	5/4/2010	Administrative Fine	\$ 3,250.00	\$0.00	\$ 3,250.00		No payment received since referred to Controllers Office, submission date - 10/1/2010
DIR635	Royal Plaster, LLC	313968018	12/9/2009	Administrative Fine	\$ 600.00	\$0.00	\$ 600.00		No payment received since referred to Controllers Office, submission date - 10/1/2010
DIR636	Colorado Electric Supply Limited dba City Electric Supply	313967986	12/9/2009	Administrative Fine	\$ 1,050.00	\$0.00	\$ 1,050.00		No payment received since referred to Controllers Office, submission date - 10/1/2010
DIR637	Northern Michigan Steel, Inc.	312278963	10/23/2008	Administrative Fine	\$ 750.00	\$0.00	\$ 750.00		No payment received since referred to Controllers Office, submission date - 10/1/2010
DIR638	Sweet Pea Learning Center	313442154	9/29/2009	Administrative Fine	\$ 330.00	\$0.00	\$ 330.00		No payment received since referred to Controllers Office, submission date - 10/1/2010
DIR639	Honest-1 @ Nellis, LLC dba Honest 1 Auto Care	313973133	5/24/2010	Administrative Fine	\$ 1,500.00	\$0.00	\$ 1,500.00		No payment received since referred to Controllers Office, submission date - 10/1/2010
DIR640	Oasis Corporation dba One Of A Kind Produce	313968612	1/2/2010	Administrative Fine	\$ 6,750.00	\$0.00	\$ 6,750.00		No payment received since referred to Controllers Office, submission date - 10/1/2010



**DIR ADVISORY COUNCIL WRITE-OFF INFO**  
**Uninsured Employers Claim Accounts (UECA)**  
 (Rev. 11/30/15)

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice (Date Of Injury)	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR3331	Felix Pastor dba Ace Recovery Services	920325722	6/18/1992	medical expenses			\$ 2,243.94	1/12/2016	Per Legal, DIR never got legal name of employer and lost contact with the employer in 6/97. Statute of limitations has expired.
DIR3332	C & C Trucking c/o Nicola Miller dba Crissey Family Trust	910971060	11/28/1994	medical expenses			\$ 5,689.68	1/12/2016	Per Legal, the case has been approved for lifetime write-off as both employers are deceased.
DIR3333	Carriage House Timeshare	860690102	1/1/1986	medical expenses			\$ 28,385.25	1/12/2016	Unable to locate employer. Lifetime write-off.
DIR3334	Century Business College Community Outreach Ministries	960155072 117050000225	9/13/1995 3/18/2011	medical expenses medical expenses			\$ 853.40 \$ 7.70	1/12/2016 1/12/2016	Per Legal, the employer went out of business and claimed bankruptcy. Nothing remains of the original organization from which the debt could be collected. Statute of limitations has expired. Claim denied. Not financially feasible to pursue. ASO approved write-off
DIR3336	Copeland, William	830227787	6/21/1983	medical expenses			\$ 1,819.84	1/12/2016	Per Legal, bankruptcy was discharged. Statute of limitations has expired.
DIR3337	Dietz Construction	980346970	12/2/1997	medical expenses			\$ 80,541.24	1/12/2016	Per Legal, the employer passed away, July 2005. Statute of limitations has expired.

**DIR ADVISORY COUNCIL WRITE-OFF INFO**  
**Uninsured Employers Claim Accounts (UECA)**  
 (Rev. 11/30/15)

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice (Date Of Injury)	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR3338	Desert Paradise Mobile Home Park	870628331	10/21/1986	medical expenses			\$ 61,353.43	1/12/2016	Per Legal, Mr. Willing filed a medical malpractice suit, but DIR did not receive cash, only an offset (\$43,623.65) from future benefits by reducing PTD by 50% until the settlement had been recovered. The employer claimed bankruptcy in the 1980's or early 1990's and is gone. Statute of limitations has expired. Injured Worker passed away 2/2/2013 - no further PTD payments.
DIR3339	D & S Transport, LLC	300022	7/29/2003	medical expenses			\$ 52,101.38	1/12/2016	Per Legal, the bankruptcy filing was personal not corporate, but no personal or corporate assets were found and the timeframe to collect from the (revoked) LLC has expired. Statute of limitations has expired.

**DIR ADVISORY COUNCIL WRITE-OFF INFO**  
**Uninsured Employers Claim Accounts (UECA)**  
 (Rev. 11/30/15)

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice (Date Of Injury)	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR3340	Emerson, Arthur Gordon; Deceased 4/15/12	96-0255353	12/1/1995	medical expenses			\$ 109,213.36	1/12/2016	A 1997 Appeals Officer decision found Arthur Gordon Emerson, homeowner/builder, (not son-in-law Thomas Matyas) to be the statutory employer. DIR Legal was unable to locate any assets for Mr. Emerson. According to a 2012 LV Review Journal obituary, Mr. Emerson, 85, passed away in Arizona in April 2012. Statute of Limitations has run on majority of claim expenses. Monthly expenses continue to be incurred; Write-off appropriate
DIR3341	Expo Network, Inc. (Revoked in 2007) (Exponet)	300028	3/3/2002	medical expenses			\$ 3,437.48	1/12/2016	There was a default judgment; however, the statute of limitations to file an action against the revoked corporation has run. Also, the employer claimed bankruptcy. The meeting of creditors found no assets and there was an order closing the case with no distribution. Statute of limitations has run on the past three years of expenses posted.
DIR3342	Floyd, Gary	830759594	6/1/1983	medical expenses			\$ 1,414.70	1/12/2016	Unable to locate employer. Statute of limitations has expired.

**DIR ADVISORY COUNCIL WRITE-OFF INFO**  
**Uninsured Employers Claim Accounts (UECA)**  
 (Rev. 11/30/15)

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice (Date Of Injury)	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR3343	Matysek, Manuel & Stanley (revoked 8/1/89) dba Heidi Apartments	920886441	4/23/1992	medical expenses			\$ 2,433.76	1/12/2016	Employer Manuel Matysek passed away in 1998; DIR Legal filed Clark Co. District Ct. action against executrix Kelly LaCroix for \$18K & received a default judgment in 2004; debt submitted to State Controller's Office for collection; in 2005, Ms. LaCroix filed for Chapter 13 bankruptcy in Idaho, which was dismissed; in 2008, DIR Administrator Roger Bremner authorized ASU to do a lifetime write-off of debt.
DIR3344	Jamison, Robert dba Jamison Roofing	940930743	4/13/1994	medical expenses			\$ 64.28	1/12/2016	Employer appears to be out of state. However, we cannot confirm if we have located employer, or whether or not he has any assets. Statute has expired on these expenses.
DIR3345	Jackson, Bob	890673873	11/11/1988	medical expenses			\$ 28,313.72	1/12/2016	File was turned over to Legal. Per Legal, this is a lifetime write-off. Statute has expired on these expenses.
DIR3346	K & B Builders	107050000187	3/15/2008	medical expenses			\$ 15,173.70	1/12/2016	Per DIR-Legal: case was assigned to non-existent entity and JL was unable to amend the assignment

**DIR ADVISORY COUNCIL WRITE-OFF INFO**  
**Uninsured Employers Claim Accounts (UECA)**  
 (Rev. 11/30/15)

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice (Date Of Injury)	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR3347	La-Newport Enterprises dba Purrfect Auto Services; Countess Investments Inc	107050001241	8/30/2010	medical expenses			\$ 7.70	1/12/2016	Claim denied. Not financially feasible to pursue. ASO approved write-off
DIR3348	Link, John	127050000272	4/28/2011	medical expenses			\$ 11,358.25	1/12/2016	Employer deceased per notification by DIR-Legal & third party administrator-Sierra Nevada Administrators
DIR3349	Orcon Inc	810168814	1/27/1981	medical expenses			\$ 21,896.00	1/12/2016	Employer claimed bankruptcy and the corporation was involuntarily dissolved on March 29, 1985. Statute of limitations has expired on these expenses.
DIR3350	Tomsik Photography LLC	1070500011119	7/14/2010	medical expenses			\$ 7.40	1/12/2016	Claim denied. Not financially feasible to pursue. ASO approved write-off
DIR3351	Wild West Publishing	880913150	6/27/1988	medical expenses			\$ 2,751.09	1/12/2016	Unable to locate employer. ASO stated it was not financially feasible to pursue in collections due to the minimal amount per year and the JOC would need to be filed every year
							\$ 429,067.30		TOTAL



**DIR ADVISORY COUNCIL WRITE-OFF INFO**  
**Uninsured Employers Claim Accounts (UECA)**  
 (Rev. 11/30/15)

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice (Date Of Injury)	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation

**WCS - SOUTHERN DISTRICT OFFICE - ADMINISTRATIVE FINES**  
**January 12, 2016**

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR1161	6600 West Charleston, LLC dba Weston Place	EI-LV-5750-152717	8/12/2011	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1443	A Way Out Bail Bonds LLC dba A Way Out Bail Bonds	EI-LV-10814-148550	4/9/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1270	ABC Mobile Homes, Inc.	EI-LV-2051-141149	8/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1272	Abraxis LTD dba America Dog & Cat Hotel	EI-LV-3189-145991	10/21/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1440	Action Pools Inc.	EI-LV-10722-148661	4/16/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1333	Adam M Persky & Silva Battaglin DMD dba Smileshapers	EI-LV-8118-147819	2/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1247	Airgo USA LLC	EI-LV-462-147082	12/24/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1468	Ali Baba Restaurants, Inc. dba Ali Baba	EI-LV-9182-148082	3/5/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1493	Aloha Mechanical Inc. dba Aloha Mechanical	EI-LV-10692-148562	5/13/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1449	Amtel Communications Inc.	EI-LV-11211-148574	4/16/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1290	Amy Froiland Yu dba the Guardian Care Home	EI-LV-6910-147085	12/24/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1291	Angel Eye Hospice dba Angel Home Care	EI-LV-7408-147459	1/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1402	Appellation Wine & Spirits of Reno LLC	EI-LV-11707-148908	7/6/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1287	Armando Lopez dba Roberto's Taco Shop	EI-LV-5955-146865	12/9/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1293	B J Store LLC	EI-LV-6798-147063	12/23/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1358	B Line Delivery Services Inc.	C08-LV000288	9/28/2007	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1427	Beautiful People LLC	EI-LV-10837-148719	5/11/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1377	Boarddeep Inc.	C08-LV000338	10/10/2007	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1144	Brandley Greenlaw dba Synergistec	EI-LV-31107-153451	11/10/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1425	Brownstone Commercial Real Estate Inc.	EI-LV-10812-148781	4/23/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1486	Café Positano, LLC dba Carlos Mexican Café	EI-LV-9354-148351	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1317	Caledonian Security Solutions Inc.	EI-LV-8697-148592	4/16/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful

January 12, 2016  
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WCS - SOUTHERN DISTRICT OFFICE - ADMINISTRATIVE FINES

January 12, 2016

OBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR1297	Canales Marcos dba Furniture Gallery II	EI-LV-6853-147057	1/20/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1285	Charity Perry dba D Is For Dog	EI-LV-5917-146832	12/7/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1376	Charles Barber dba Centrair Electric	C08-LV000332	10/9/2007	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1477	Clean Advantage, Inc.	EI-LV-9286-148317	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1439	CNC Maintenance LLC	EI-LV-10817-148783	5/5/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1236	CRM Colorado River Marina LLC dba Laughlin Bay Marina	EI-LV-1899-141052	6/14/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1271	Crystal Palace Billiards LTD	EILV-5219-146550	11/6/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1406	D & B Food Beverage Inc. dba D & B Chinese Food	EI-LV-7253-147597	1/29/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR2306	Daniel Dees MD	C08-LV000023	7/12/2007	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1356	Dave's Electric Inc.	EI-LV-89-149677	8/27/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1465	Dave's Import Service, Inc. dba Star Import	EI-LV-9143-148576	4/16/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1498	David Clingman, Managing Partner dba Aamco Transmission, LLC	EI-LV-9272-148160	6/15/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1259	De Falco Water Source Inc.	EI-LV-2072-141153	8/28/2009	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1282	Deidre Aishawn Bonner dba Red Brick Pizza	EI-LV-5934-146861	1/20/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1253	Don Krug dba Statewide Hydroseeding	EI-LV-1249-140943	8/7/2009	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1421	Donavan Hospitality LLC dba Holiday Inn Express	EI-LV-12328-149060	6/11/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1155	Duree Inc. dba Washitub Laundromat II	EI-LV-33162-153810	1/13/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1148	Efrati Development LLC	EI-LV-25765-153007	9/23/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1394	Fastlap Indoor Karting Inc.	EI-LV-5231-146729	11/25/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1488	Favreau Enterprises, LLC. dba Wilde Wings N Things	EI-LV-9367-148323	5/6/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1416	Fermin Martinez-Laiz dba Freddy's Lawn Care	EI-LV-3248-145916	9/25/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1484	Four Diamond Enterprises, Inc. dba Quality Inn Villa Roma	EI-LV-9315-148359	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful

**WCS - SOUTHERN DISTRICT OFFICE - ADMINISTRATIVE FINES**  
**January 12, 2016**

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR1423	Frank Habibian dba Auntee M's Market	EI-LV-10829-148750	4/23/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1280	Furniture Wizard Inc.	EI-LV-5919-146830	12/7/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1344	Guardian Angel Services, LLC Heather Robenhausen dba	EI-LV-8003-147824	2/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1492	Clutches Plus	EI-LV-10631-148618	4/16/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1338	Hemo Therapeutics Inc.	EI-LV-3066-148546	4/9/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1316	Hoppy's Transmission Factory, Inc. IBPO Elks Of The World / Tommy J	EI-LV-7023-147137	12/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1829	Stanton	C08-LV000454	10/25/2007	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1310	Ilene's Formal Wear Inc.	EI-LV-8015-147979	3/17/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR0693	Immigration and Citizenship Services, Inc.	C09-LV000037	7/21/2008	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1418	Inputive Corporation	EI-LV-3450-145912	9/25/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1143	J Antonio Revilla dba Rev Enterprises	EI-LV-26661-153318	10/26/2011	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1413	J Morales Inc. dba Mexican Grill El Nopal	EI-LV-7493-147629	1/29/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1483	James Wilson dba Blast Janitorial Services Inc.	EI-LV-9314-148361	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1378	Jay Macarthy dba Hipwear	C08-LV-000371	10/19/2007	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1301	JB Copies & Toner Inc. LLC	EI-LV-8900-148620	4/16/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1295	JD Spray Inc.	EI-LV-6837-147022	12/23/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1343	JKG Development, LLC dba JKG Property Management & Development	EI-LV-7478-147615	4/5/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1277	Jose M. Partida Corona M.D.	EI-LV-7256-147442	1/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1284	Juan Leyva dba Multiple Mill Work Concepts	EI-LV-5947-146842	3/2/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1337	Karl D Holt dba Custom Home Loans Inc.	EI-LV-5814-146741	11/25/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1487	Keith Harriman dba P5 Auto Sales Inc.	EI-LV-9359-148348	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1335	Keller Williams Realty Experience, LLC	EI-LV-8486-147721	3/5/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful

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DIR1415	Kennedy Properties LLC dba Kennedy Properties	EI-LV-3240-145922	1/14/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1407	Khawaja Inc. dba Purrfect Auto Service 7	EI-LV-7254-147441	1/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1485	Kiwi Gaming & Entertainment, LLC	EI-LV-9316-148357	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1152	La Vena Reimer & Walter Reimer dba Sunset Pizzeria	EI-LV-33950-153823	1/13/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1409	Lantis Productions Inc.	EI-LV-7980-147432	1/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1475	Las Vegas Concierge Inc.	EI-LV-9270-148158	3/10/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1288	Las Vegas Copiers, Inc.	EI-LV-7077-147475	1/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1258	Laura Sellers dba Affirmative Security	EI-LV-1997-141151	1/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1239	Lazydayz Outdoor Kitchen & Palapas LLC	EI-LV-2746-145924	9/25/2009	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1260	Liberty Realty Inc.	EI-LV-2086-141141	8/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1442	Lorena Rangel dba Zebra	EI-LV-10780-148610	4/16/2010	Adm. Fine	\$7,500.00	\$0.00	\$7,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1289	Ltang Salon Inc. dba Beauty Lounge	EI-LV-6909-147087	1/21/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1142	Luis Vega or Vega Luis dba Don Ricardo's Pizzeria	EI-LV-10037-153072	9/30/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1220	Lynn R Shoen, Chartered	EI-LV-3193-145875	9/25/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1478	M & J Restaurants LLC dba Rosatis Pizza	EI-LV-9293-148381	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1417	Magaly R Diez dba Mrs Cleaning	EI-LV-3250-145995	9/30/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1323	Malcom Elliot dba Desert Paradise Mobile Home Park	EI-LV-7069-147436	1/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1434	Malcom Owens & Rod Schenck dba Shoe Mfg	EI-LV-8497-147719	2/4/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1286	Manuel G Estrada dba Mariscos Eo Prago	EI-LV-5949-146840	12/7/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1393	Manuel Pena & Cecilia Pena dba Roberto's Taco Shop #15	EI-LV-5179-146558	11/6/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1495	Marc Saul Attia and Laura Christine Attia dba Village Steakhouse	EI-LV-10687-148564	4/9/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful

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DIR1241	Maria Covarrubias dba Maris's Cleaning Service	EI-LV-5804-146766	12/4/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1395	Maria Covarrubias dba Maris's Cleaning Service	EI-LV-5800-146698	11/25/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1353	Maria Raquel Ayala Castro dba EI Pulgarcito Restaurant	EI-LV-5277-148756	4/23/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1328	Marina Vaughn dba Quality Guest Home	EI-LV-3213-145871	9/25/2009	Adm. Fine	\$250.00	\$0.00	\$250.00	1/12/2016	Collection Attempts Unsuccessful
DIR1265	Mary Gibbs Inc. dba Avis Rent A Car	EI-LV-2294-141118	8/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1491	Messina Inc. dba Screwballs Sports Lounge & Bar	EI-LV-10593-149066	6/11/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1275	Metropolitan Auction Co.	EI-LV-7462-147611	3/5/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1222	Mevey Singh or Tom Zisa dba MD Partnership LP	EI-LV-9168-148076	6/15/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1296	Mighty Mart 721 Inc.	EI-LV-6846-147054	12/23/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1346	Minuteman Towing, LLC	EI-LV-3445-145907	3/2/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1237	Modern Closets Inc.	EI-LV-3065-146502	11/4/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1217	Mount Carmel Home Care LLC	EI-LV-5928-146822	12/7/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1469	National Tax Advisor Inc.	EI-LV-9220-148139	3/10/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1431	Nellis Hospitality LLC dba Holiday Inn Express	EI-LV-12333-149064	6/11/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1278	Nellis Motel Company Inc.	EI-LV-8117-147813	2/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1952	New Capital Mortgage Inc.	C09-LV000399	12/16/2008	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1257	New Levels Community Development Center dba New Levels Child Care Center	EI-LV-1902-141058	8/14/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1419	Notorious Motoring LLC dba Notorious Motoring	EI-LV-3452-145994	2/6/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR2024	P & P Distributing Inc. dba Viva Fresh Produce	C08-LV000346	11/30/2006	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1463	Patricia A. Bobbins dba Brandy's Quality Cleaning	EI-LV-9132-148070	4/6/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1147	Patrick R. and Beverly J. Declue dba Village Cleaners	EI-LV-8891-148627	4/16/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1849	Paul L Henderson	C08-LV000444	10/25/2007	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1940	Pet Central Inc.	C09-LV000390	12/15/2008	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful

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DIR1154	Phil Doo Chong dba Nagoya Japanese Restaurant	EI-LV-24967-153437	11/10/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1348	Philip Ruffino dba Verrazano Pizza	C08-LV0000410	10/28/2007	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR2088	Polo Cleaners	C09-LV0000611	4/24/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1426	Precision Display Services LLC	EI-LV-10834-148715	4/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1472	Premier Entertainment, Inc.	EI-LV-9234-148150	3/10/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR2399	Priscilla Caballero dba Caballero Tacos Mexico	C08-LV0000049	7/8/2007	Adm. Fine	\$1,250.00	\$0.00	\$1,250.00	1/12/2016	Collection Attempts Unsuccessful
DIR1466	Pure Clean Janitorial Services Inc.	EI-LV-9172-148078	3/5/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1451	Raul Flores dba Ibarra's Trucking	EI-LV-10873-148786	4/23/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1445	Revline Performance Inc. dba Auto Rx Auto Repair	EI-LV-10835-148717	4/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1219	Ricardo Cavillo	EI-LV-9233-158148	3/10/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1264	Richard Bridges dba Commercial Fuel Services	EI-LV-2142-141184	1/15/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1245	Richard Luke Architects Inc.	EI-LV-18-141165	8/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1261	Richard Luke Architects Inc.	EI-LV-2089-141167	8/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1262	Richard Luke Architects Inc.	EI-LV-2090-141177	8/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1263	Richard Luke Architects Inc.	EI-LV-2133-141179	8/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1339	Regue Hospitality, LLC	EI-LV-8004-147828	2/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1306	Runway LLC dba The Mile High Gentlemen's Club	EI-LV-8021-147666	1/29/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1430	Sahara Hospitality LLC dba Holiday Inn Express	EI-LV-12324-149062	6/11/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1157	Salahat Shref & Mahamed Youssef dba Green Cleaners & Alterations Center	EI-LV-33945-153814	1/13/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1145	Samuel A Sue dba Law Office of Samuel A. Sue III & Associates	EI-LV-14537-153443	11/10/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1414	Savant Design Illustration Inc.	EI-LV-8679-147826	2/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1461	Savant Design Illustration Inc.	EI-LV-8678-147857	2/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1396	Scooper Dave Inc. dba Scooper Dave	EI-LV-5807-146737	11/25/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful

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DIR1345	Scott EKA Hardwood Floors LLC	EI-LV-8019-147987	4/6/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1848	Shade and Steel LLC	C09-LV-000536	3/9/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1460	Shadow Box Design Shadow Box Design Shark's Landscape & Maintenance Inc.	EI-LV-8677-147859	4/6/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1321	Skyview Corp dba Motor Mission Exchange	EI-LV-6976-147131	12/28/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1459	Speedway Auto Center Inc. dba Speedway Auto Center	EI-LV-10667-148606	4/16/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1256	Speedway Auto Center	EI-LV-1882-141048	8/14/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR2089	Staffstore Enterprises Inc.	C09-LV000527	3/13/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1481	Storage Overhead Systems LLC	EI-LV-9305-148371	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1292	Sudha & Soham Wireless Inc.	EI-LV-6439-147740	2/4/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1408	Suds N More LLC	EI-LV-7428-147633	2/19/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1467	Sundland Freight Inc. dba Sunland Freight	EI-LV-9175-148080	3/5/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1329	Surpoint Corp dba Summerlin Mortgage Co.	EI-LV-7404-147434	3/2/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1949	Sure Tech LLC	C08-LV000479	11/8/2007	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1312	Suwandy Veedy dba Asia Buffet	EI-LV-8012-147834	3/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1850	The Mortgage Depot Inc.	C09-LV-000541	3/30/2009	Adm. Fine	\$7,500.00	\$0.00	\$7,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1851	The Mortgage Depot Inc.	C09-LV-000542	3/30/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1298	Thermocold Inc.	EI-LV-6892-147093	12/24/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1307	Thomas E. Bergman dba Husker Automotive	EI-LV-8025-147995	2/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1354	Three's Company LLC	EI-LV-5139-146584	11/6/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1482	Tony Cunanan dba Cunanan Financial Inc.	EI-LV-9312-148363	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1279	Trinity Auto Sales LLC dba Three Star Auto Sales 120	EI-LV-5916-146834	12/7/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1392	V.I.P. Tailors LLC dba 7 Hills Dry Cleaning	EI-LV-5150-146556	11/6/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR0847	V.I.P. Tailors, LLC	C09-LV000216	9/30/2008	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1995	Victor Burciaga	C08-LV-000365	10/19/2007	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1372	Vista Financial Investment Corp dba Jackson, Kohle & Co	C08-LV000290	9/28/2007	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful

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DIR1274	W A Leonard Company	EI-LV-5016-152133	6/3/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1283	William D Lee dba Jujji Juice	EI-LV-5936-146857	1/20/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1405	Zay Toon Inc. dba Zaytoon Mediterranean market & Kabob	EI-LV-7206-147512	1/22/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1476	Zidna Horizon Inc.	EI-LV-9285-148319	3/26/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful

TOTALS \$128,000.00 \$0.00 \$128,000.00

January 12, 2016  
Dana R

WCS - SOUTHERN DISTRICT OFFICE - PREMIUM PENALTIES

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DIR1161	6600 West Charleston, LLC dba Weston Place	EI-LV-5750-152718	8/12/2011	Premium	\$405.77	\$0.00	\$405.77	1/12/2016	Collection Attempts Unsuccessful
DIR1246	A V Auto Transport LLC	EI-LV-168-140926	8/7/2009	Premium	\$2,022.21	\$0.00	\$2,022.21	1/12/2016	Collection Attempts Unsuccessful
DIR1443	A Way Out Bail Bonds LLC dba A Way Out Bail Bonds	EI-LV-10814-148551	4/9/2010	Premium	\$36.67	\$0.00	\$36.67	1/12/2016	Collection Attempts Unsuccessful
DIR1270	ABC Mobile Homes, Inc.	EI-LV-2051-141150	8/28/2009	Premium	\$56.81	\$0.00	\$56.81	1/12/2016	Collection Attempts Unsuccessful
DIR1340	Action Automotive Service & Repair Inc.	EI-LV-7911-147575	1/29/2010	Premium	\$704.42	\$0.00	\$704.42	1/12/2016	Collection Attempts Unsuccessful
DIR1333	Adam M Persky & Silva Battaglin DMD dba Smiles4pers	EI-LV-8118-147821	2/19/2010	Premium	\$99.07	\$0.00	\$99.07	1/12/2016	Collection Attempts Unsuccessful
DIR1468	Ali Baba Restaurants, Inc. dba Ali Baba	EI-LV-9182-148083	3/5/2010	Premium	\$145.74	\$0.00	\$145.74	1/12/2016	Collection Attempts Unsuccessful
DIR1493	Aloha Mechanical Inc. dba Aloha Mechanical	EI-LV-10692-148563	4/9/2010	Premium	\$2,886.39	\$0.00	\$2,886.39	1/12/2016	Collection Attempts Unsuccessful
DIR1449	Amtel Communications Inc.	EI-LV-11211-148575	4/16/2010	Premium	\$681.88	\$0.00	\$681.88	1/12/2016	Collection Attempts Unsuccessful
DIR1290	Amy Froiland Yu dba the Guardian Care Home	EI-LV-6910-147086	12/24/2009	Premium	\$54.25	\$0.00	\$54.25	1/12/2016	Collection Attempts Unsuccessful
DIR1291	Angel Eye Hospice dba Angel Home Care	EI-LV-7408-147460	1/22/2010	Premium	\$387.94	\$0.00	\$387.94	1/12/2016	Collection Attempts Unsuccessful
DIR1342	Apex Technology and Low Voltage Inc.	EI-LV-7530-147581	1/29/2010	Premium	\$1,132.71	\$0.00	\$1,132.71	1/12/2016	Collection Attempts Unsuccessful
DIR1287	Armando Lopez dba Roberto's Taco Shop	EI-LV-5955-146866	12/9/2009	Premium	\$57.57	\$0.00	\$57.57	1/12/2016	Collection Attempts Unsuccessful
DIR1293	B J Store LLC	EI-LV-6798-147064	12/23/2009	Premium	\$532.06	\$0.00	\$532.06	1/12/2016	Collection Attempts Unsuccessful
DIR1358	B Line Delivery Services Inc.	PP08-LV000107	8/1/2007	Premium	\$3,040.30	\$0.00	\$3,040.30	1/12/2016	Collection Attempts Unsuccessful
DIR1427	Beautiful People LLC	EI-LV-10837-148720	4/26/2010	Premium	\$169.42	\$0.00	\$169.42	1/12/2016	Collection Attempts Unsuccessful
DIR1377	Boarddeep Inc.	PP08-LV000139	8/13/2007	Premium	\$320.19	\$0.00	\$320.19	1/12/2016	Collection Attempts Unsuccessful
DIR1144	Brandtley Greenhaw dba Synergistec	EI-LV-31107-153452	11/10/2011	Premium	\$33.90	\$0.00	\$33.90	1/12/2016	Collection Attempts Unsuccessful
DIR1486	Café Positano, LLC dba Carlos Mexican Café	EI-LV-9354-148352	3/26/2010	Premium	\$417.76	\$0.00	\$417.76	1/12/2016	Collection Attempts Unsuccessful
DIR1317	Caledonian Security Solutions Inc.	EI-LV-8697-148593	4/16/2010	Premium	\$449.06	\$0.00	\$449.06	1/12/2016	Collection Attempts Unsuccessful
DIR1297	Canales Marcos dba Furniture Gallery II	EI-LV-6853-147058	1/20/2010	Premium	\$213.79	\$0.00	\$213.79	1/12/2016	Collection Attempts Unsuccessful
DIR1336	Carpet Magic Building Service Inc.	EI-LV-8883-148058	3/5/2010	Premium	\$6,559.09	\$0.00	\$6,559.09	1/12/2016	Collection Attempts Unsuccessful
DIR1347	Cavanaugh & Sons, Inc.	EI-LV-7349-147256	1/8/2010	Premium	\$2,262.18	\$0.00	\$2,262.18	1/12/2016	Collection Attempts Unsuccessful
DIR1285	Charity Perry dba D Is For Dog	EI-LV-5917-146833	12/7/2009	Premium	\$95.01	\$0.00	\$95.01	1/12/2016	Collection Attempts Unsuccessful

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DIR1313	Chirstine Evans dba C & E Upholstery	EL-LV-7827-147421	1/20/2010	Premium	\$393.73	\$0.00	\$393.73	1/12/2016	Collection Attempts Unsuccessful
DIR1477	Clean Advantage, Inc.	EL-LV-9286-148318	3/26/2010	Premium	\$1,028.48	\$0.00	\$1,028.48	1/12/2016	Collection Attempts Unsuccessful
DIR1236	CRM Colorado River Marina LLC dba Laughlin Bay Marina	EL-LV-1899-141053	6/14/2009	Premium	\$287.90	\$0.00	\$287.90	1/12/2016	Collection Attempts Unsuccessful
DIR1271	Crystal Palace Billiards LTD	EL-LV-5219-146551	11/16/2009	Premium	\$105.21	\$0.00	\$105.21	1/12/2016	Collection Attempts Unsuccessful
DIR1406	D & B Food Beverage Inc. dba D & B Chinese Food	EL-LV-7253-147598	1/29/2010	Premium	\$75.22	\$0.00	\$75.22	1/12/2016	Collection Attempts Unsuccessful
DIR1465	Dave's Import Service, Inc. dba Star Import	EL-LV-9143-148577	4/16/2010	Premium	\$113.59	\$0.00	\$113.59	1/12/2016	Collection Attempts Unsuccessful
DIR1498	David Clingman, Managing Partner dba Amco Transmission, LLC	EL-LV-9272-148161	6/15/2010	Premium	\$844.77	\$0.00	\$844.77	1/12/2016	Collection Attempts Unsuccessful
DIR1259	De Falco Water Source Inc.	EL-LV-2072-141154	8/28/2009	Premium	\$146.90	\$0.00	\$146.90	1/12/2016	Collection Attempts Unsuccessful
DIR1282	Deidre Alshawn Bonner dba Red Brick Pizza	EL-LV-5934-146862	1/20/2010	Premium	\$169.51	\$0.00	\$169.51	1/12/2016	Collection Attempts Unsuccessful
DIR1253	Don Krug dba Statewide Hydroseeding	EL-LV-1249-140944	8/7/2009	Premium	\$1,987.40	\$0.00	\$1,987.40	1/12/2016	Collection Attempts Unsuccessful
DIR1421	Donavan Hospitality LLC dba Holiday Inn Express	EL-LV-12328-149061	6/11/2010	Premium	\$547.69	\$0.00	\$547.69	1/12/2016	Collection Attempts Unsuccessful
DIR1155	Duree Inc. dba Washtub Laundromat II	EL-LV-33162-153811	1/13/2012	Premium	\$103.79	\$0.00	\$103.79	1/12/2016	Collection Attempts Unsuccessful
DIR1148	Efrati Development LLC	EL-LV-25765-153008	9/23/2011	Premium	\$66.80	\$0.00	\$66.80	1/12/2016	Collection Attempts Unsuccessful
DIR1309	Eli Arzate dba Auto Computer Diagnostic	EL-LV-7518-147584	1/29/2010	Premium	\$309.51	\$0.00	\$309.51	1/12/2016	Collection Attempts Unsuccessful
DIR1394	Fastlap Indoor Karting Inc.	EL-LV-5231-146730	11/25/2009	Premium	\$259.10	\$0.00	\$259.10	1/12/2016	Collection Attempts Unsuccessful
DIR1488	Favreau Enterprises, LLC. Dba Wilde Wings N Things	EL-LV-9367-148328	5/6/2010	Premium	\$86.29	\$0.00	\$86.29	1/12/2016	Collection Attempts Unsuccessful
DIR1416	Fermin Martinez-Laiz dba Freddy's Lawn Care	EL-LV-3248-145917	9/25/2009	Premium	\$78.25	\$0.00	\$78.25	1/12/2016	Collection Attempts Unsuccessful
DIR1484	Four Diamond Enterprises, Inc. dba Quality Inn Villa Roma	EL-LV-9315-148360	3/26/2010	Premium	\$671.23	\$0.00	\$671.23	1/12/2016	Collection Attempts Unsuccessful
DIR1280	Furniture Wizard Inc.	EL-LV-5919-146831	12/7/2009	Premium	\$149.92	\$0.00	\$149.92	1/12/2016	Collection Attempts Unsuccessful
DIR1344	Guardian Angel Services, LLC	EL-LV-8003-147825	2/19/2010	Premium	\$282.00	\$0.00	\$282.00	1/12/2016	Collection Attempts Unsuccessful
DIR1492	Heather Bobenhausen dba Clutches Plus	EL-LV-10631-148619	4/16/2010	Premium	\$513.79	\$0.00	\$513.79	1/12/2016	Collection Attempts Unsuccessful
DIR1355	Heidi Fleiss dba Dirty Laundry Inc.	EL-LV-3614-150039	10/13/2010	Premium	\$1,944.25	\$0.00	\$1,944.25	1/12/2016	Collection Attempts Unsuccessful

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DIR1338	Hemo Therapeutics Inc.	EI-LV-3066-148547	4/9/2010	Premium	\$108.64	\$0.00	\$108.64	1/12/2016	Collection Attempts Unsuccessful
DIR1316	Hoppy's Transmission Factory, Inc. IBPO Elks Of The World / Tommy J Stanton	EI-LV-7023-147138	12/28/2009	Premium	\$889.32	\$0.00	\$889.32	1/12/2016	Collection Attempts Unsuccessful
DIR1829	Stanton	PP08-LV000186	3/23/2007	Premium	\$6,800.00	\$0.00	\$6,800.00	1/12/2016	Collection Attempts Unsuccessful
DIR1310	Ilene's Formal Wear Inc.	EI-LV-8015-147980	3/17/2010	Premium	\$238.80	\$0.00	\$238.80	1/12/2016	Collection Attempts Unsuccessful
DIR1418	Inputive Corporation	EI-LV-3450-145913	9/25/2009	Premium	\$79.40	\$0.00	\$79.40	1/12/2016	Collection Attempts Unsuccessful
DIR1143	J Antonio Revilla dba Rev Enterprises	EI-LV-26661-153319	10/26/2011	Premium	\$1,065.90	\$0.00	\$1,065.90	1/12/2016	Collection Attempts Unsuccessful
DIR1413	J Morales Inc. dba Mexican Grill EI Nopal	EI-LV-7493-147630	1/29/2010	Premium	\$180.56	\$0.00	\$180.56	1/12/2016	Collection Attempts Unsuccessful
DIR1483	James Wilson dba Blast Janitorial Services Inc.	EI-LV-9314-148362	3/26/2010	Premium	\$99.37	\$0.00	\$99.37	1/12/2016	Collection Attempts Unsuccessful
DIR1378	Jay Macarthy dba Hipwear	PP08-LV000159	11/17/2006	Premium	\$170.42	\$0.00	\$170.42	1/12/2016	Collection Attempts Unsuccessful
DIR2034	Jazlin Simeona dba Island Style BBQ	PP08-LV000122	8/7/2007	Premium	\$1,558.49	\$260.00	\$1,298.49	1/12/2016	Collection Attempts Unsuccessful
DIR1301	JB Copies & Toner Inc. LLC	EI-LV-8900-148621	4/16/2010	Premium	\$52.49	\$0.00	\$52.49	1/12/2016	Collection Attempts Unsuccessful
DIR1343	JKG Development, LLC dba JKG Property Management & Development	EI-LV-7478-147616	4/5/2010	Premium	\$581.11	\$0.00	\$581.11	1/12/2016	Collection Attempts Unsuccessful
DIR1437	John J Matos dba Netfaze Technologies Inc.	EI-LV-10710-148419	3/26/2010	Premium	\$356.03	\$0.00	\$356.03	1/12/2016	Collection Attempts Unsuccessful
DIR2398	Jose Hernandez dba America's Private Security	PP08-LV000302	8/23/2007	Premium	\$2,303.53	\$0.00	\$2,303.53	1/12/2016	Collection Attempts Unsuccessful
DIR1452	Juan Carlos Ramirez dba JCR Janitorial	EI-LV-10885-148765	6/18/2010	Premium	\$2,228.49	\$0.00	\$2,228.49	1/12/2016	Collection Attempts Unsuccessful
DIR1284	Juan Leyva dba Multiple Mill Work Concepts	EI-LV-5947-146843	3/2/2010	Premium	\$139.18	\$0.00	\$139.18	1/12/2016	Collection Attempts Unsuccessful
DIR1337	Karl D Holt dba Custom Home Loans Inc.	EI-LV-5814-146742	11/25/2009	Premium	\$555.18	\$0.00	\$555.18	1/12/2016	Collection Attempts Unsuccessful
DIR1487	Keith Harriman dba PS Auto Sales Inc.	EI-LV-9359-148349	4/5/2010	Premium	\$103.12	\$0.00	\$103.12	1/12/2016	Collection Attempts Unsuccessful
DIR1335	Keller Williams Realty Experience, LLC	EI-LV-8486-147722	3/5/2010	Premium	\$111.43	\$0.00	\$111.43	1/12/2016	Collection Attempts Unsuccessful
DIR1415	Kennedy Properties LLC dba Kennedy Properties	EI-LV-3240-145923	1/14/2010	Premium	\$196.01	\$0.00	\$196.01	1/12/2016	Collection Attempts Unsuccessful

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DIR1485	Kiwi Gaming & Entertainment, LLC	EI-LV-9316-148358	3/26/2010	Premium	\$398.09	\$0.00	\$398.09	1/12/2016	Collection Attempts Unsuccessful
DIR1152	La Vena Reimer & Walter Reimer dba Sunset Pizzeria	EI-LV-33950-153824	1/13/2012	Premium	\$64.76	\$0.00	\$64.76	1/12/2016	Collection Attempts Unsuccessful
DIR1475	Las Vegas Concierge Inc.	EI-LV-9270-148159	3/10/2010	Premium	\$313.93	\$0.00	\$313.93	1/12/2016	Collection Attempts Unsuccessful
DIR1288	Las Vegas Copiers, Inc.	EI-LV-7077-147476	1/22/2010	Premium	\$133.60	\$0.00	\$133.60	1/12/2016	Collection Attempts Unsuccessful
DIR1258	Laura Sellers dba Affirmative Security Lazydayz Outdoor Kitchen & Palapas LLC	EI-LV-1997-141152	1/22/2010	Premium	\$2,609.57	\$0.00	\$2,609.57	1/12/2016	Collection Attempts Unsuccessful
DIR1239	Liberty Realty Inc.	EI-LV-2746-145925	9/25/2009	Premium	\$875.14	\$0.00	\$875.14	1/12/2016	Collection Attempts Unsuccessful
DIR1260	Lighting & Electronic Design, Inc.	EI-LV-2086-141142	8/28/2009	Premium	\$854.05	\$0.00	\$854.05	1/12/2016	Collection Attempts Unsuccessful
DIR1308	Lorena Rangel dba Zebra	EI-LV-7484-147576	1/29/2010	Premium	\$841.83	\$0.00	\$841.83	1/12/2016	Collection Attempts Unsuccessful
DIR1442	Ltong Salon Beauty Lounge	EI-LV-10780-148611	4/16/2010	Premium	\$1,610.63	\$0.00	\$1,610.63	1/12/2016	Collection Attempts Unsuccessful
DIR1289	Lynn R Shoem, Chartered	EI-LV-6909-147088	1/21/2010	Premium	\$395.72	\$0.00	\$395.72	1/12/2016	Collection Attempts Unsuccessful
DIR1220	M & J Restaurants LLC dba Rosatis Pizza	EI-LV-3193-145876	9/25/2009	Premium	\$134.01	\$0.00	\$134.01	1/12/2016	Collection Attempts Unsuccessful
DIR1478	Malcom Owens & Rod Schenck dba Shoe Mfgk	EI-LV-9293-148382	3/26/2010	Premium	\$451.33	\$0.00	\$451.33	1/12/2016	Collection Attempts Unsuccessful
DIR1434	Manuel G Estrada dba Mariscos Eo	EI-LV-8497-147720	2/4/2010	Premium	\$374.30	\$0.00	\$374.30	1/12/2016	Collection Attempts Unsuccessful
DIR1286	Manuel Pena & Cecilia Pena dba Roberto's Taco Shop #15	EI-LV-5949-146841	12/7/2009	Premium	\$78.71	\$0.00	\$78.71	1/12/2016	Collection Attempts Unsuccessful
DIR1393	Marc Saul Attia and Laura Christine Attia dba Village Steakhouse	EI-LV-5179-146559	11/6/2009	Premium	\$143.34	\$0.00	\$143.34	1/12/2016	Collection Attempts Unsuccessful
DIR1495	Maria Covarrubias dba Maris's Cleaning Service	EI-LV-10687-148565	4/9/2010	Premium	\$1,291.17	\$0.00	\$1,291.17	1/12/2016	Collection Attempts Unsuccessful
DIR1395	Maria Delgado dba Rua Restaurant Comida Mexicana	EI-LV-5800-146699	11/25/2009	Premium	\$47.22	\$0.00	\$47.22	1/12/2016	Collection Attempts Unsuccessful
DIR1311	Marina Vaughn dba Quality Guest	EI-LV-7634-147579	1/29/2010	Premium	\$117.53	\$0.00	\$117.53	1/12/2016	Collection Attempts Unsuccessful
DIR1328	Martha Salomon dba Salomon Services	EI-LV-3213-145872	9/25/2009	Premium	\$168.96	\$0.00	\$168.96	1/12/2016	Collection Attempts Unsuccessful
DIR1302	Messina Inc. dba Screwballs Sports Lounge & Bar	EI-LV-7829-147423	1/15/2010	Premium	\$366.25	\$0.00	\$366.25	1/12/2016	Collection Attempts Unsuccessful
DIR1491	Metropolitan Auction Co.	EI-LV-10593-149067	6/11/2010	Premium	\$1,011.15	\$0.00	\$1,011.15	1/12/2016	Collection Attempts Unsuccessful
DIR1275		EI-LV-7462-147612	3/5/2010	Premium	\$495.45	\$0.00	\$495.45	1/12/2016	Collection Attempts Unsuccessful

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DIR1222	Mevey Singh or Tom Zisa dba MD Partnership LP	EI-LV-9168-148077	6/15/2010	Premium	\$121.00	\$0.00	\$121.00	1/12/2016	Collection Attempts Unsuccessful
DIR1341	Millennium Commercial Real Estate Services Inc.	EI-LV-7522-147583	1/29/2010	Premium	\$797.31	\$0.00	\$797.31	1/12/2016	Collection Attempts Unsuccessful
DIR1346	Minuteman Towing, LLC	EI-LV-3445-145908	3/2/2010	Premium	\$1,295.25	\$0.00	\$1,295.25	1/12/2016	Collection Attempts Unsuccessful
DIR1150	Mortgage Capital USA, Inc.	EI-LV-25059-152800	8/19/2011	Premium	\$4,638.60	\$2,400.00	\$2,238.60	1/12/2016	Collection Attempts Unsuccessful
DIR1217	Mount Carmel Home Care LLC	EI-LV-5928-146823	12/7/2009	Premium	\$114.90	\$0.00	\$114.90	1/12/2016	Collection Attempts Unsuccessful
DIR1469	National Tax Advisor Inc.	EI-LV-9220-148140	3/10/2010	Premium	\$162.74	\$0.00	\$162.74	1/12/2016	Collection Attempts Unsuccessful
DIR1911	Neil Telford dba TLC Painting	PP09-LV000092	9/26/2008	Premium	\$1,212.31	\$0.00	\$1,212.31	1/12/2016	Collection Attempts Unsuccessful
DIR1431	Nellis Hospitality LLC dba Holiday Inn Express	EI-LV-12333-149065	6/11/2010	Premium	\$480.79	\$0.00	\$480.79	1/12/2016	Collection Attempts Unsuccessful
DIR1278	Nellis Motel Company Inc.	EI-LV-8117-147814	2/19/2010	Premium	\$1,186.57	\$0.00	\$1,186.57	1/12/2016	Collection Attempts Unsuccessful
DIR1257	New Levels Community Development Center dba New Levels Child Care Center	EI-LV-1902-141077	8/14/2009	Premium	\$28.36	\$0.00	\$28.36	1/12/2016	Collection Attempts Unsuccessful
DIR1803	New Levels Community Development Corp	EI-LV-1893-141027	8/12/2009	Premium	\$61.39	\$0.00	\$61.39	1/12/2016	Collection Attempts Unsuccessful
DIR2024	P & P Distributing Inc. dba Viva Fresh Produce	PP08-LV000147	11/30/2006	Premium	\$513.53	\$0.00	\$513.53	1/12/2016	Collection Attempts Unsuccessful
DIR1497	Paintworks, Inc.	EI-LV-10712-148555	4/9/2010	Premium	\$584.89	\$0.00	\$584.89	1/12/2016	Collection Attempts Unsuccessful
DIR1463	Patricia A. Bobbins dba Brandy's Quality Cleaning	EI-LV-9132-148071	4/6/2010	Premium	\$673.51	\$0.00	\$673.51	1/12/2016	Collection Attempts Unsuccessful
DIR1147	Patrick R. and Beverly J. Declue dba Village Cleaners	EI-LV-8891-148628	4/16/2010	Premium	\$192.82	\$0.00	\$192.82	1/12/2016	Collection Attempts Unsuccessful
DIR1849	Paul L Henderson	PP08-LV000196	1/23/2007	Premium	\$2,886.97	\$0.00	\$2,886.97	1/12/2016	Collection Attempts Unsuccessful
DIR1322	Pecos Upholstery LLC dba Pecos Upholstery	EI-LV-7046-147247	1/6/2010	Premium	\$468.18	\$0.00	\$468.18	1/12/2016	Collection Attempts Unsuccessful
DIR1993	Penny Bargain Company dba Penny Bargain Furniture	PP08-LV000220	11/27/2007	Premium	\$1,880.89	\$0.00	\$1,880.89	1/12/2016	Collection Attempts Unsuccessful
DIR1940	Pet Central Inc.	PP09-LV000067	4/24/2007	Premium	\$1,376.23	\$0.00	\$1,376.23	1/12/2016	Collection Attempts Unsuccessful
DIR1154	Phil Doo Chong dba Nagoya Japanese Restaurant	EI-LV-24967-153438	11/10/2011	Premium	\$116.87	\$0.00	\$116.87	1/12/2016	Collection Attempts Unsuccessful
DIR1348	Philip Ruffino dba Verrazano Pizza	PP08-LV000170	1/19/2007	Premium	\$185.04	\$0.00	\$185.04	1/12/2016	Collection Attempts Unsuccessful
DIR1426	Precision Display Services LLC	EI-LV-10834-148716	4/26/2010	Premium	\$270.14	\$0.00	\$270.14	1/12/2016	Collection Attempts Unsuccessful
DIR1472	Premier Entertainment, Inc.	EI-LV-9234-148151	3/10/2010	Premium	\$290.96	\$0.00	\$290.96	1/12/2016	Collection Attempts Unsuccessful
DIR1466	Pure Clean Janitorial Services Inc.	EI-LV-9172-148079	3/5/2010	Premium	\$703.96	\$0.00	\$703.96	1/12/2016	Collection Attempts Unsuccessful

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DIR1445	Revline Performance Inc. dba Auto Rx Auto Repair	EI-LV-10835-148718	4/26/2010	Premium	\$719.71	\$0.00	\$719.71	1/12/2016	Collection Attempts Unsuccessful
DIR1219	Ricardo Cavillo	EI-LV-9233-148149	3/10/2010	Premium	\$321.34	\$0.00	\$321.34	1/12/2016	Collection Attempts Unsuccessful
DIR1264	Richard Bridges dba Commercial Fuel Services	EI-LV-2142-141185	1/15/2010	Premium	\$1,360.32	\$0.00	\$1,360.32	1/12/2016	Collection Attempts Unsuccessful
DIR1245	Richard Luke Architects Inc.	EI-LV-18-141166	8/28/2009	Premium	\$98.02	\$0.00	\$98.02	1/12/2016	Collection Attempts Unsuccessful
DIR1261	Richard Luke Architects Inc.	EI-LV-2089-141168	8/28/2009	Premium	\$131.15	\$0.00	\$131.15	1/12/2016	Collection Attempts Unsuccessful
DIR1262	Richard Luke Architects Inc.	EI-LV-2090-141178	8/28/2009	Premium	\$178.72	\$0.00	\$178.72	1/12/2016	Collection Attempts Unsuccessful
DIR1263	Richard Luke Architects Inc.	EI-LV-2133-141180	8/28/2009	Premium	\$99.06	\$0.00	\$99.06	1/12/2016	Collection Attempts Unsuccessful
DIR1244	Rick Gyselair dba Air Source Air Conditioning And Heating	PP09-LV000029	2/8/2008	Premium	\$759.46	\$0.00	\$759.46	1/12/2016	Collection Attempts Unsuccessful
DIR1420	Rivera Framing Inc.	EI-LV-3703-146544	1/15/2010	Premium	\$346.74	\$0.00	\$346.74	1/12/2016	Collection Attempts Unsuccessful
DIR1327	RUB Systems Technologies, Inc. dba RJB Systems Technology	EI-LV-7338-147262	1/8/2010	Premium	\$1,471.56	\$0.00	\$1,471.56	1/12/2016	Collection Attempts Unsuccessful
DIR1325	Rod Wiggins dba Adobe Mobile Home Construction	EI-LV-8016-147982	2/26/2010	Premium	\$600.11	\$0.00	\$600.11	1/12/2016	Collection Attempts Unsuccessful
DIR1339	Rogue Hospitality, LLC	EI-LV-8004-147829	2/19/2010	Premium	\$150.75	\$0.00	\$150.75	1/12/2016	Collection Attempts Unsuccessful
DIR1430	Sahara Hospitality LLC dba Holiday Inn Express	EI-LV-12324-149063	6/11/2010	Premium	\$480.79	\$0.00	\$480.79	1/12/2016	Collection Attempts Unsuccessful
DIR1157	Salahat Shref & Mahamed Youssef dba Green Cleaners & Alterations Center	EI-LV-33945-153815	1/13/2012	Premium	\$121.87	\$0.00	\$121.87	1/12/2016	Collection Attempts Unsuccessful
DIR1145	Samuel A Sue dba Law Office of Samuel A. Sue III & Associates	EI-LV-14537-153443	11/10/2011	Premium	\$91.90	\$0.00	\$91.90	1/12/2016	Collection Attempts Unsuccessful
DIR1461	Savant Design Illustration Inc.	EI-LV-8678-147858	2/19/2010	Premium	\$51.71	\$0.00	\$51.71	1/12/2016	Collection Attempts Unsuccessful
DIR1414	Savant Design Illustration Inc.	EI-LV-8679-147827	2/19/2010	Premium	\$40.27	\$0.00	\$40.27	1/12/2016	Collection Attempts Unsuccessful
DIR1396	Scooper Dave Inc. dba Scooper Dave	EI-LV-5807-146738	11/25/2009	Premium	\$225.84	\$0.00	\$225.84	1/12/2016	Collection Attempts Unsuccessful
DIR1345	Scott EKX Hardwood Floors LLC	EI-LV-8019-147988	4/6/2010	Premium	\$77.04	\$0.00	\$77.04	1/12/2016	Collection Attempts Unsuccessful
DIR1848	Shade and Steel LLC	PP09-LV000100	3/11/2009	Premium	\$804.54	\$0.00	\$804.54	1/12/2016	Collection Attempts Unsuccessful
DIR1460	Shadow Box Design, LLC dba Shadow Box Design	EI-LV-8677-147560	4/6/2010	Premium	\$30.38	\$0.00	\$30.38	1/12/2016	Collection Attempts Unsuccessful
DIR1321	Shark's Landscape & Maintenance Inc.	EI-LV-6976-147132	12/28/2009	Premium	\$292.39	\$0.00	\$292.39	1/12/2016	Collection Attempts Unsuccessful
DIR1459	Skyview Corp dba Motor Mission Exchange	EI-LV-10667-148607	4/16/2010	Premium	\$1,476.07	\$0.00	\$1,476.07	1/12/2016	Collection Attempts Unsuccessful

**WCS - SOUTHERN DISTRICT OFFICE - PREMIUM PENALTIES**  
**January 12, 2016**

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR1256	Speedway Auto Center Inc. dba Speedway/Auto Center	EI-LV-1882-141049	8/14/2009	Premium	\$493.78	\$0.00	\$493.78	1/12/2016	Collection Attempts Unsuccessful
DIR1453	Stanley Brito dba Rio Tan	EI-LV-10886-148764	4/23/2010	Premium	\$421.55	\$0.00	\$421.55	1/12/2016	Collection Attempts Unsuccessful
DIR1481	Storage Overhead Systems LLC	EI-LV-9305-148372	3/26/2010	Premium	\$273.33	\$0.00	\$273.33	1/12/2016	Collection Attempts Unsuccessful
DIR1441	Subcrawlers Inc.	EI-LV-10777-148414	3/26/2010	Premium	\$1,306.65	\$0.00	\$1,306.65	1/12/2016	Collection Attempts Unsuccessful
DIR1292	Sudha & Soham Wireless Inc.	EI-LV-6439-147741	2/4/2010	Premium	\$108.99	\$0.00	\$108.99	1/12/2016	Collection Attempts Unsuccessful
DIR1408	Suds N More LLC	EI-LV-7428-147634	2/19/2010	Premium	\$260.92	\$0.00	\$260.92	1/12/2016	Collection Attempts Unsuccessful
DIR1467	Sundland Freight Inc. dba Sunland Freight	EI-LV-9175-148081	3/5/2010	Premium	\$3,153.32	\$0.00	\$3,153.32	1/12/2016	Collection Attempts Unsuccessful
DIR1949	Sure Tech LLC	PP08-LV000208	12/12/2006	Premium	\$903.30	\$0.00	\$903.30	1/12/2016	Collection Attempts Unsuccessful
DIR1312	Suwandy Veedy dba Asia Buffet	EI-LV-8012-147835	3/22/2010	Premium	\$99.91	\$0.00	\$99.91	1/12/2016	Collection Attempts Unsuccessful
DIR1159	Tesfaye Armid dba Hudson Cleaners	EI-LV-33742-153829	1/13/2012	Premium	\$785.30	\$0.00	\$785.30	1/12/2016	Collection Attempts Unsuccessful
DIR1850	The Mortgage Depot Inc.	PP09-LV-000109	1/10/2008	Premium	\$1,817.60	\$0.00	\$1,817.60	1/12/2016	Collection Attempts Unsuccessful
DIR1851	The Mortgage Depot Inc.	PP09-LV-000110	12/10/2008	Premium	\$15.76	\$0.00	\$15.76	1/12/2016	Collection Attempts Unsuccessful
DIR1428	The Tree Amigos, LLC dba The Tree Amigos	EI-LV-13897-149068	6/11/2010	Premium	\$81,612.44	\$0.00	\$81,612.44	1/12/2016	Collection Attempts Unsuccessful
DIR1298	Thermocold Inc.	EI-LV-6892-147094	12/24/2009	Premium	\$554.90	\$0.00	\$554.90	1/12/2016	Collection Attempts Unsuccessful
DIR1307	Thomas E. Bergman dba Husker Automotive	EI-LV-8025-147996	2/26/2010	Premium	\$166.38	\$0.00	\$166.38	1/12/2016	Collection Attempts Unsuccessful
DIR1482	Tony Cunanan dba Cunanan Financial Inc.	EI-LV-9312-148364	3/26/2010	Premium	\$50.05	\$0.00	\$50.05	1/12/2016	Collection Attempts Unsuccessful
DIR1438	Triangle Landscape & Maintenance Inc. dba 5Walt Conner / Chem Mow Landscape	EI-LV-10720-148539	4/9/2010	Premium	\$132.22	\$0.00	\$132.22	1/12/2016	Collection Attempts Unsuccessful
DIR1279	Trinity Auto Sales LLC dba Three Star Auto Sales 120	EI-LV-5916-146835	12/7/2009	Premium	\$709.09	\$0.00	\$709.09	1/12/2016	Collection Attempts Unsuccessful
DIR0847	V.I.P. Tailors, LLC	PP09-LV000043	5/23/2007	Premium	\$219.40	\$0.00	\$219.40	1/12/2016	Collection Attempts Unsuccessful
DIR1392	VIP Tailors LLC dba 7 Hillis Dry Cleaning	EI-LV-5150-146557	11/6/2009	Premium	\$72.38	\$0.00	\$72.38	1/12/2016	Collection Attempts Unsuccessful
DIR1372	Vista Financial Investment Corp dba Jackson, Kohle & Co	PP08-LV000109	8/22/2007	Premium	\$427.15	\$0.00	\$427.15	1/12/2016	Collection Attempts Unsuccessful
DIR1274	W A Leonard Company	EI-LV-5016-152134	6/3/2011	Premium	\$35.21	\$0.00	\$35.21	1/12/2016	Collection Attempts Unsuccessful
DIR1404	Weststar Entertainment LLC	EI-LV-7080-147238	12/31/2009	Premium	\$56.65	\$0.00	\$56.65	1/12/2016	Collection Attempts Unsuccessful
DIR1283	William D Lee dba Juji Juice	EI-LV-5936-146858	1/20/2010	Premium	\$224.88	\$0.00	\$224.88	1/12/2016	Collection Attempts Unsuccessful
DIR1405	Zay Toon Inc. dba Zaytoon Mediterranean market & Kabob	EI-LV-7206-147513	1/22/2010	Premium	\$190.28	\$0.00	\$190.28	1/12/2016	Collection Attempts Unsuccessful



WCS - SOUTHERN DISTRICT OFFICE - PREMIUM PENALTIES

January 12, 2016

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR1476	Zidna Horizon Inc.	ELV-9285-148320	3/26/2010	Premium	\$225.32	\$0.00	\$225.32	1/12/2016	Collection Attempts Unsuccessful

TOTALS \$188,013.44 \$2,660.00 \$185,353.44

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WCS - NORTHERN DISTRICT OFFICE - ADMINISTRATIVE FINES

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DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR754	3D International, LLC	19832-150449	11/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1693	Accurate Builders LLC	34211-153778	12/30/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1098	Advanced Green Builders Inc	35957 - 154056	2/14/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR927	Ahmad Ashvinder dba Mienke Car Care Center	26828-152181	5/26/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR941	American Eagle Fire Protection Services Corp	28122-152526	7/6/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR678	Antonia Valle dba Roman's Cleaning Service	8418-147783	2/5/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR991	Aog Granite & Marble	32046-153419	11/7/2011	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR990	Apple Masonry Inc	30922-153156	10/31/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1229	Batch Cupcakery LLC	31202-154055	4/24/2012	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1233	C&J Fitness dba Golds Gym	38878-154547	5/8/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1174	Cable Systems Installations LLC	37743-154371	4/3/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1694	Car Care Cosmetics Inc	40248-154702	6/19/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR963	Cash Processing Services LLC	29438-152884	8/31/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR928	Child Care Management Corp dba Dons Kids Kastle	21096-150968	12/30/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1033	Cindy Thomas dba Comstock Cards	30995-153289	11/17/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR799	Club Rio LLC	10395-150453	11/19/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR759	Comstock Cards Inc	20118-150528	11/23/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1163	Crystal Bend Hoa dba Crystal Bend Community Assn	38261-154462	4/18/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR909	Cst Inc dba The Search Pros/ Search Engine Pros	24440-151802	4/5/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR932	Cullen Wishart & Dennis Cameron dba Cue & Cushion	17149- 152589	7/19/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR985	Dan Phetteplace dba The Electrician	32033-153432	11/4/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful

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DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR915 & DIR907	Daniel Cardenas dba Dc Plumbing	21218-151808	4/5/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR976	David Williams dba Camp David BBQ	29798-152930	9/8/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1165	Eagle Ridge Fire Management LLC	37168-154263	3/20/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR919	Ed Ammerman dba Ammerman's Automotive	24698-151811	4/5/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR959	Enviro Specialty Coatings Inc	21714-152852	8/31/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR694	Ericson Industries, Inc.	18658-150094	10/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1026	Eva Beltejar dba St Paul Home Care II & III	33090-153619	12/6/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR943	Family Motors Corporation	27611-152475	7/14/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR717	Fast Lap Indoor Kart Racing Inc	18833-150114	10/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR908	Fernley Hills Enterprises, LLC	14241-151803	4/5/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1041	Flamingo Structures LLC dba Holiday Inn Las Vegas	33511-153667	12/8/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR951	Fuel Reno LLC dba Fuel Screen Printing	19876-152818	8/22/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1134	Fushion China Restaurant Inc	35924-154110	2/28/2012	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1176	Gann & Gann Ind dba Philadelphia Cheesestake Co	38089-154450	4/17/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR993	Gary Garver dba Gary Garver Ins Services	32066-153486	11/10/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1166	H&S Foods LLC	37080-154266	3/20/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR944	Henry Savage Jr dba The Running Iron	27677-152474	6/30/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR716	Ignacio Garajo dba Winnemucca Cab Co.	10400-149798	9/10/2010	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful

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January 12, 2016

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR983	Impact Community Services LLC	30010-152892	9/1/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR975	International Furniture Direct LLC	26038-151993	7/5/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR715	Jeff Kirby Homes Inc	18729-150092	10/19/2010	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR749	Jessica Williams/Luis Delacruz /I&L Janitorial Serv	18695-150106	10/19/2010	Adm. Fine	\$500.00	\$498.58	\$1.42	1/12/2016	Collection Agency Fees
DIR992	Jet Retail Campaign Won Inc	29173-152833	10/11/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1109	Jogurt Inc	34441 - 153803	1/6/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1132	John & Tye Watson Fdba	C09-CC000510	2/17/2009	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR945	Merry Maids	27413-152352	6/14/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR748	Kamp Rite Tent Cot Inc	18055-150118	10/19/2010	Adm. Fine	\$500.00	\$498.58	\$1.42	1/12/2016	Collection Agency Fees
DIR929	Kay Hutton dba Spring Inn Tavern	14837 - 152207	6/1/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1679	Kelley Baseball Of Nevada LLC	29794-152850	8/31/2011	Adm. Fine	\$168.00	\$144.48	\$23.52	1/12/2016	Collection Agency Fees
DIR1092	Kerry Barnes dba Trucks Plus	21203-150966	12/30/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR920	KKMSF Inc dba The Postal Depot	22541-151198	1/31/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1140	Kristina Toll dba Bijous	32381-154225	3/13/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR961	Frozen Yogurt Gilato Kafe	19185-152816	8/22/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR973	Kubuki Sushi LLC	30327-152983	9/14/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1102	Kvett Sports Inc dba Ski Universe	35589-154011	2/8/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR962	La Cocina Mexican Food LLC	29939-152890	9/1/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1030	Leslie Dupont dba Café Girasole	32036-153559	11/17/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR761	Leslie Dupont dba Café Girasole	17987-150527	11/23/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful

WCS - NORTHERN DISTRICT OFFICE - ADMINISTRATIVE FINES

January 12, 2016

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR801	Little Lambs Preschool Inc	2932-147039	9/11/2009	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR746	Mark Adams dba Sierra	18713-150103	10/19/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR677	Austism Services	15225-149552	9/29/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR953	Maxwell Security Inc	30124-153032	9/22/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1689	MEI GSR Holding LLC	36757-154782	7/3/2012	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1162	Melvin Vandermyden dba MDV Home Services	31381-154087	3/20/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR922	Metro Educational Concepts Inc	16930-149804	9/16/2010	Adm. Fine	\$2,500.00	\$0.00	\$2,500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1170	Milky Way Inc	36345-154118	4/2/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR940	Mks Services LLC	19006-151964	5/17/2011	Adm. Fine	\$5,000.00	\$0.00	\$5,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1177	Mo & Sluggo Inc	38096-154458	4/17/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1025	Mountainside Catering LLC	32209-153587	12/28/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR972	Nak Construction Services LLC	29644-152848	9/8/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1035	Nevada Coin Inc	33738-153701	12/15/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR910	Noble Horizon Of Nevada Inc	17274-151902	5/4/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1023	Noble Horizon Of Nevada Inc	32057-153564	11/17/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1103	Noble Horizon Of Nevada Inc	35449 - 154010	2/6/2012	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR954	Panaderia La Fama	19549-150762	12/14/2010	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1681	Paramount Waste Management Inc	1300205-154860	7/18/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR984	Patricia Bobbins dba Brandy Quality Cleaning	29223-152831	8/23/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR925	Pepperweed Consulting Corp	26760-152211	6/1/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR756	Philip Turner dba Northwest Granite & Tile	20201-150536	11/23/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1031	Poisson Communications Inc	32435-153561	11/17/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful

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**WCS - NORTHERN DISTRICT OFFICE - ADMINISTRATIVE FINES**  
**January 12, 2016**

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR948	Primary Colors Inc	28669-152617	7/25/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1034	Randall Iverson Prop Dev dba Paradise Design Pool	32730-153703	12/15/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR952	Rio De Las Plumas Dev Group dba Bautech Systems	28928-152693	8/1/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1682	Riverside Resort & Casino Inc dba Riverside Resort	37001-154823	7/17/2012	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR1683	Riverside Resort & Casino Inc dba Riverside Resort	37001-154820	7/17/2012	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR1684	Riverside Resort & Casino Inc dba Riverside Resort	37001-154821	7/17/2012	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR1685	Riverside Resort & Casino Inc dba Riverside Resort	37001-154822	7/17/2012	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR1686	Riverside Resort & Casino Inc dba Riverside Resort	37001-154819	7/17/2012	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR1687	Riverside Resort & Casino Inc dba Riverside Resort	37001-154817	7/17/2012	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR1688	Riverside Resort & Casino Inc dba Riverside Resort	37001-154818	7/17/2012	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR745	Rock & Earth Truck and Transport LLC	17969-150090	10/19/2010	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1695	Rocky River Inc	37528-154362	6/15/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
AS73	Ronald R. Schilling dba Carson City Plumbing	1107-141352	9/3/2009	Adm. Fine	\$500.00	\$44.12	\$455.88	1/12/2016	Collection Attempts Unsuccessful
DIR946	Ruby Crest Design Inc	11857-151801	7/21/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1691	Ruby Crest Design Inc	32034-154687	6/20/2012	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1226	Rudy Gonsalves dba Safety Glass Windshield Repair	36444-154202	3/9/2012	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1232	San Plumbing Supply	38603-154542	5/4/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR931	Save On Cleaners LLC	8732-150965	12/29/2010	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1036	Schanz & Schanz Assoc Inc	32039-153416	12/9/2011	Adm. Fine	\$375.00	\$0.00	\$375.00	1/12/2016	Collection Attempts Unsuccessful
DIR1133	Seasons Building Solutions Inc	35091-153952	2/29/2012	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR982	Sewakgas Inc	24708-153288	11/4/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR713	Shaw Foster Homes Inc	11559-150122	10/26/2010	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful

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**WCS - NORTHERN DISTRICT OFFICE - ADMINISTRATIVE FINES**  
**January 12, 2016**

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Assessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR713	Shaw Foster Homes Inc	6727-150123	10/26/2010	Adm. Fine	\$2,000.00	\$0.00	\$2,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR981	Shooters Saloon LLC	29823-152979	9/13/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR762	Sierra Homes Services	14147-150526	11/23/2010	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1097	Southwestern Construction Inc	35009 - 154054	2/14/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR930	Steel Electric Inc	18429-151371	2/17/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR1164	Steve Aguilar dba Reno Drain Oil & Eagle Properties	36942-154232	3/14/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1111	Tangerine Inc	33845 - 153706	2/1/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR755	Teresa L Navarro dba UR Cleaning Angels	20855-150761	12/14/2010	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1021	The Verdandi LLC dba Sidelines Bar	31131-153224	11/18/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR900	Tim Dyer Capitol Overhead Door	18659-150902	12/21/2010	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR989	Town Fresh Fish LLC	30177-152956	10/31/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1024	TPF Services Inc	32587-153567	11/17/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1692	Ultimate Automotive Repair LLC	40031-154656	6/6/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1167	Ultimate Services Inc	37190-154330	3/27/2012	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR923	Unbounded Solutions	25421-151857	4/21/2011	Adm. Fine	\$500.00	\$499.98	\$0.02	1/12/2016	Collection Agency Fees
DIR918	USI Service Group Inc	26211-152023	5/13/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR899	Value Sports, LLC	21902-151121	1/19/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR926	Washoe Memorial Cremation & Burial Society	24268-151805	5/26/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR904	Wayne Inouye dba Perfect Donuts	21717-151073	1/14/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR974	Wild Horse Saloon	28400-152689	7/28/2011	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
DIR939	YMCA Of The Sierra	27944-152530	7/7/2011	Adm. Fine	\$500.00	\$0.00	\$500.00	1/12/2016	Collection Attempts Unsuccessful
DIR1175	Zimmark Inc	37612-154373	4/3/2012	Adm. Fine	\$1,000.00	\$0.00	\$1,000.00	1/12/2016	Collection Attempts Unsuccessful
				<b>TOTALS:</b>	<b>\$90,043.00</b>	<b>\$1,685.74</b>	<b>\$88,357.26</b>		

WCS - NORTHERN DISTRICT OFFICE - PREMIUM PENALTIES

January 12, 2016

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR927	Ahmad Ashwinder dba Mienke Car Care Center	26828-152182	5/26/2011	Premium	\$245.76	\$0.00	\$245.76	1/12/2016	Collection Attempts Unsuccessful
DIR802	Alex Wilm dba Little City Window Cleaning	21250-150962	12/30/2010	Premium	\$151.23	\$0.00	\$151.23	1/12/2016	Collection Attempts Unsuccessful
DIR1108	All American Security Corp	34782 - 153892	1/31/2012	Premium	\$3,222.22	\$0.00	\$3,222.22	1/12/2016	Collection Attempts Unsuccessful
DIR999	Alyce Echevarria dba Small Details Cleaning Servc	21202-150961	12/30/2010	Premium	\$377.94	\$0.00	\$377.94	1/12/2016	Collection Attempts Unsuccessful
DIR916	Angelo Mazza dba Angelo's Bootery	23004-151364	2/18/2011	Premium	\$68.20	\$0.00	\$68.20	1/12/2016	Collection Attempts Unsuccessful
DIR996	Ann Archer dba Batch Cupcakery LLC	31202-153281	10/21/2011	Premium	\$194.67	\$0.00	\$194.67	1/12/2016	Collection Attempts Unsuccessful
DIR678	Antonia Valle dba Roman's Cleaning Service	8418-14784	2/5/2010	Premium	\$451.67	\$0.00	\$451.67	1/12/2016	Collection Attempts Unsuccessful
DIR990	Apple Masonry Inc	30922-153157	10/31/2011	Premium	\$307.65	\$0.00	\$307.65	1/12/2016	Collection Attempts Unsuccessful
DIR803	Attention 2 Detail Services Inc (A&D Services)	19546-150960	12/30/2010	Premium	\$23,218.96	\$0.00	\$23,218.96	1/12/2016	Collection Attempts Unsuccessful
DIR1694	Car Care Cosmetics Inc	40248-154701	6/19/2012	Premium	\$367.50	\$0.00	\$367.50	1/12/2016	Collection Attempts Unsuccessful
DIR965	Cash Processing Services LLC	29438-152811	8/18/2011	Premium	\$496.80	\$0.00	\$496.80	1/12/2016	Collection Attempts Unsuccessful
DIR969	Charles Perreira dba Club Rio	30053-152942	9/9/2011	Premium	\$186.90	\$0.00	\$186.90	1/12/2016	Collection Attempts Unsuccessful
DIR928	Child Care Management Corp dba Dons Kids Kastle	21096-150969	12/30/2010	Premium	\$299.52	\$0.00	\$299.52	1/12/2016	Collection Attempts Unsuccessful
DIR1033	Cindy Thomas dba Comstock Cards	30995-153115	11/17/2011	Premium	\$177.48	\$0.00	\$177.48	1/12/2016	Collection Attempts Unsuccessful
DIR1099	Comfort Feet Inc dba Good Feet	35959 - 154057	2/15/2012	Premium	\$240.62	\$0.00	\$240.62	1/12/2016	Collection Attempts Unsuccessful
DIR764	Cristobal Quintero Ramirez dba Alliance Auto Repair	19689-150558	11/23/2010	Premium	\$718.38	\$40.69	\$677.69	1/12/2016	Collection Attempts Unsuccessful
DIR743	Cullen Wisehart & Dennis Cameron dba Cue & Cushion	17149-149921	9/29/2012	Premium	\$228.76	\$0.00	\$228.76	1/12/2016	Collection Attempts Unsuccessful

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**WCS - NORTHERN DISTRICT OFFICE - PREMIUM PENALTIES**  
**January 12, 2016**

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR915 & DIR907	Daniel Cardenas dba Dc Plumbing	21218-150959	12/30/2010	Premium	\$79.20	\$0.00	\$79.20	1/12/2016	Collection Attempts Unsuccessful
DIR976	David Williams dba Camp David BBQ	29798-152929	9/8/2011	Premium	\$10.53	\$0.00	\$10.53	1/12/2016	Collection Attempts Unsuccessful
DIR1165	Eagle Ridge Fire Management LLC	37168-154262	3/20/2012	Premium	\$35.31	\$0.00	\$35.31	1/12/2016	Collection Attempts Unsuccessful
DIR919	Ed Ammerman dba Ammerman's Automotive	24698-151812	4/5/2011	Premium	\$139.86	\$0.00	\$139.86	1/12/2016	Collection Attempts Unsuccessful
DIR694	Ericson Industries, Inc.	18658-150095	10/19/2010	Premium	\$62.64	\$0.00	\$62.64	1/12/2016	Collection Attempts Unsuccessful
DIR1680	Fastrax Corp	1300371-154863	7/17/2012	Premium	\$31.11	\$0.00	\$31.11	1/12/2016	Collection Attempts Unsuccessful
DIR917	Five Star Athletics LLC	22005-151127	3/4/2011	Premium	\$64.80	\$0.00	\$64.80	1/12/2016	Collection Attempts Unsuccessful
DIR1041	Flamingo Structures LLC dba Holiday Inn Las Vegas	33511-153668	12/8/2011	Premium	\$929.73	\$0.00	\$929.73	1/12/2016	Collection Attempts Unsuccessful
DIR1231	Frances Redican dba Lees Auto Body Repair & Paint	38705-154538	5/7/2012	Premium	\$1,330.56	\$0.00	\$1,330.56	1/12/2016	Collection Attempts Unsuccessful
DIR1027	Freedom Fitness Un Ltd, LLC	28198-152576	7/13/2011	Premium	\$56.88	\$0.00	\$56.88	1/12/2016	Collection Attempts Unsuccessful
DIR1100	Fushion China Restaurant	35924 - 154050	2/15/2012	Premium	\$28.60	\$0.00	\$28.60	1/12/2016	Collection Attempts Unsuccessful
DIR1166	H&S Foods LLC	37080-154265	3/20/2012	Premium	\$404.04	\$0.00	\$404.04	1/12/2016	Collection Attempts Unsuccessful
AS75	Harold M Baker dba Athletic Custom Design	5137-146600	11/9/2009	Premium	\$293.40	\$0.00	\$293.40	1/12/2016	Collection Attempts Unsuccessful
DIR997	Incline Glass Inc	31932-153422	11/4/2011	Premium	\$3,186.00	\$0.00	\$3,186.00	1/12/2016	Collection Attempts Unsuccessful
DIR975	International Furniture Direct LLC	26038-151994	7/5/2011	Premium	\$10.72	\$0.00	\$10.72	1/12/2016	Collection Attempts Unsuccessful
DIR911	James Boney dba Boney Horse Mobile Home Service	18598-150750	12/15/2010	Premium	\$2,581.42	\$0.00	\$2,581.42	1/12/2016	Collection Attempts Unsuccessful
DIR986	James Dean Elmore dba JD Custom Cabinets Inc	23001-151825	4/8/2011	Premium	\$72.29	\$0.00	\$72.29	1/12/2016	Collection Attempts Unsuccessful
DIR1715	Jeff Kirby Homes Inc	18729-150093	10/19/2010	Premium	\$3.91	\$0.00	\$3.91	1/12/2016	Collection Attempts Unsuccessful
DIR1168	Jen Chen dba Golden Dragon Restaurant	37443-154335	3/26/2012	Premium	\$87.45	\$0.00	\$87.45	1/12/2016	Collection Attempts Unsuccessful
DIR1131	John & Tye Watson Fdba Merry Maids	PP09-CC000114	1/26/2009	Premium	\$902.16	\$0.00	\$902.16	1/12/2016	Collection Attempts Unsuccessful
DIR936	Jose Asusta dba Las Fiesta Ely	26979-152371	6/15/2011	Premium	\$352.80	\$0.00	\$352.80	1/12/2016	Collection Attempts Unsuccessful

WCS - NORTHERN DISTRICT OFFICE - PREMIUM PENALTIES

January 12, 2016

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR914	Juana Martinez dba Alderto's Fresh Mexican Food	22476-151197	1/31/2011	Premium	\$119.40	\$0.00	\$119.40	1/12/2016	Collection Attempts Unsuccessful
DIR1092	Kerry Barmes dba Trucks Plus	21203-150967	12/30/2010	Premium	\$225.12	\$0.00	\$225.12	1/12/2016	Collection Attempts Unsuccessful
DIR920	KKMSF Inc dba The Postal Depot	22541-151199	1/31/2011	Premium	\$27.38	\$0.00	\$27.38	1/12/2016	Collection Attempts Unsuccessful
DIR1138	Kristina Toll dba Bijous Frozen Yogurt Gilato kafe	32381-153558	1/17/2012	Premium	\$83.30	\$0.00	\$83.30	1/12/2016	Collection Attempts Unsuccessful
DIR973	Kvett Sports Inc dba Ski Universe	30327-152982	9/14/2011	Premium	\$65.16	\$0.00	\$65.16	1/12/2016	Collection Attempts Unsuccessful
DIR1102	La Cocina Mexican Food LLC	35589-154013	2/8/2012	Premium	\$50.75	\$0.00	\$50.75	1/12/2016	Collection Attempts Unsuccessful
DIR751	Leon Saja / Nationwide Mktg Svcs / The Data Suite	19007-150321	11/5/2010	Premium	\$1,065.03	\$0.00	\$1,065.03	1/12/2016	Collection Attempts Unsuccessful
DIR1030	Leslie Dupont dba Cafe Girasole	32036-153560	11/17/2011	Premium	\$17.08	\$0.00	\$17.08	1/12/2016	Collection Attempts Unsuccessful
DIR750	Lisa Farnsworth dba White Lotus Martial Arts	17987-150083	10/19/2010	Premium	\$595.47	\$0.00	\$595.47	1/12/2016	Collection Attempts Unsuccessful
DIR801	Little Lambs Preschool Inc	2932-141403	9/11/2009	Premium	\$61.52	\$0.00	\$61.52	1/12/2016	Collection Attempts Unsuccessful
DIR677	Maxwell Security Inc	15225-149553	9/29/2010	Premium	\$2,767.38	\$0.00	\$2,767.38	1/12/2016	Collection Attempts Unsuccessful
DIR966	Maxwell Security Services	30124-152946	9/9/2011	Premium	\$190.65	\$0.00	\$190.65	1/12/2016	Collection Attempts Unsuccessful
DIR922	Metro Educational Concepts Inc	16930-149805	9/16/2010	Premium	\$75.60	\$0.00	\$75.60	1/12/2016	Collection Attempts Unsuccessful
DIR903	Michael B. Elliott dba Mlb Elliott	20793-151057	1/13/2011	Premium	\$1,746.36	\$0.00	\$1,746.36	1/12/2016	Collection Attempts Unsuccessful
DIR1037	Michael W Peel dba Keystone Cue & Cushion Inc	PP08-CC000101	10/27/2007	Premium	\$56.49	\$0.00	\$56.49	1/12/2016	Collection Attempts Unsuccessful
DIR1038	Michael W Peel dba Keystone Cue & Cushion Inc	PP07-CC00351	6/15/2007	Premium	\$17,499.60	\$0.00	\$17,499.60	1/12/2016	Collection Attempts Unsuccessful
DIR938	MKS Services LLC	19006-150098	10/19/2010	Premium	\$3,125.17	\$0.00	\$3,125.17	1/12/2016	Collection Attempts Unsuccessful
DIR1177	Mo & Sluggo Inc	38096-154457	4/17/2012	Premium	\$145.86	\$0.00	\$145.86	1/12/2016	Collection Attempts Unsuccessful

**WCS - NORTHERN DISTRICT OFFICE - PREMIUM PENALTIES**  
**January 12, 2016**

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR972	Nak Construction Services LLC	29544-152847	9/8/2011	Premium	\$373.87	\$0.00	\$373.87	1/12/2016	Collection Attempts Unsuccessful
DIR1169	Nevada Seating & Mobility Inc	37527-154359	3/29/2012	Premium	\$1,310.47	\$0.00	\$1,310.47	1/12/2016	Collection Attempts Unsuccessful
DIR1105	Noble Horizon Of Nevada Inc	35449 - 153986	2/3/2012	Premium	\$132.30	\$0.00	\$132.30	1/12/2016	Collection Attempts Unsuccessful
DIR1029	Noble Horizon Of Nevada Inc	32057-153429	11/4/2011	Premium	\$80.50	\$0.00	\$80.50	1/12/2016	Collection Attempts Unsuccessful
DIR902	Otoniel Madera-Ramirez dba Briana Taqueria	21543-151128	1/26/2011	Premium	\$426.88	\$0.00	\$426.88	1/12/2016	Collection Attempts Unsuccessful
DIR967	Panaderia La Fama	19549-150319	11/5/2010	Premium	\$70.20	\$0.00	\$70.20	1/12/2016	Collection Attempts Unsuccessful
DIR756	Philip Turner dba Northwest Granite & Tile	20201-150537	11/23/2011	Premium	\$267.14	\$0.00	\$267.14	1/12/2016	Collection Attempts Unsuccessful
DIR971	Phoenix Aerospace Inc	29802-152840	8/29/2011	Premium	\$1,916.50	\$0.00	\$1,916.50	1/12/2016	Collection Attempts Unsuccessful
DIR1031	Poisson Communications Inc	32435-153562	11/17/2011	Premium	\$1,039.43	\$0.00	\$1,039.43	1/12/2016	Collection Attempts Unsuccessful
DIR1139	Raymond Daughtery dba Bizzy Bees Learning Center	35884-154114	2/28/2012	Premium	\$390.60	\$0.00	\$390.60	1/12/2016	Collection Attempts Unsuccessful
DIR1101	Richard E Allen dba The Barbeque House	35849 - 154051	2/15/2012	Premium	\$70.56	\$0.00	\$70.56	1/12/2016	Collection Attempts Unsuccessful
DIR1135	Road Safety Services LLC	31163-153945	2/23/2012	Premium	\$26.32	\$25.79	\$0.53	1/12/2016	Collection Agency Fee
DIR1136	Road Safety Services LLC	35006-153946	2/23/2012	Premium	\$201.67	\$197.64	\$4.03	1/12/2016	Collection Agency Fee
DIR745	Rock & Earth Truck and Transport LLC	17969-150091	10/19/2010	Premium	\$17.39	\$0.00	\$17.39	1/12/2016	Collection Attempts Unsuccessful
DIR1695	Rocky River Inc	37528-154361	6/15/2012	Premium	\$381.85	\$0.00	\$381.85	1/12/2016	Collection Attempts Unsuccessful
A573	Ronald R. Schilling dba Carson City Plumbing	1107-141353	9/3/2009	Premium	\$217.80	\$0.00	\$217.80	1/12/2016	Collection Attempts Unsuccessful
DIR1040	Ruben Martinez dba Martinez Auto Repair	27617-152451	6/29/2011	Premium	\$57.41	\$0.00	\$57.41	1/12/2016	Collection Attempts Unsuccessful
A551	Ruby Crest Design, Inc.	PP09-CC000132	2/6/2009	Premium	\$1,718.10	\$0.00	\$1,718.10	1/12/2016	Collection Attempts Unsuccessful
DIR998	Ruby Crest Design, Inc	32034-153480	11/9/2011	Premium	\$97.76	\$0.00	\$97.76	1/12/2016	Collection Attempts Unsuccessful
DIR1227	Rudy Gonsalves dba Safety Glass Windshield Repair	36444-154124	3/2/2012	Premium	\$37.05	\$0.00	\$37.05	1/12/2016	Collection Attempts Unsuccessful
DIR1133	Seasons Building Solutions Inc	35091-153953	2/29/2012	Premium	\$46.96	\$0.00	\$46.96	1/12/2016	Collection Attempts Unsuccessful
DIR713	Shaw Foster Homes Inc	6727-148818	4/28/2010	Premium	\$8,194.38	\$0.00	\$8,194.38	1/12/2016	Collection Attempts Unsuccessful

WCS - NORTHERN DISTRICT OFFICE - PREMIUM PENALTIES

January 12, 2016

DBI Assigned No.	Business Entity/ Debtor	Internal Invoice No.	Date of Initial Invoice	Type of Penalty	Amt. Accessed	Amt. Collected	Balance Due	Referred by DIR Advisory Board to BOE	Reason for Write-off Recommendation
DIR913	Silver Eagle Relocation Services, Inc	22648-151793	4/11/2011	Premium	\$968.76	\$0.00	\$968.76	1/12/2016	Collection Attempts Unsuccessful
DIR964	Sisters Restaurant Inc dba Taste of Kabob & Curry	30055-152943	9/9/2011	Premium	\$197.40	\$0.00	\$197.40	1/12/2016	Collection Attempts Unsuccessful
DIR718	Steel Electric, Inc.	18429-150084	10/19/2010	Premium	\$205.53	\$0.00	\$205.53	1/12/2016	Collection Attempts Unsuccessful
DIR765	Swedish Auto Services Inc Synergy Golf Course	19855-150441	11/18/2010	Premium	\$474.00	\$0.00	\$474.00	1/12/2016	Collection Attempts Unsuccessful
DIR1172	Management LLC	36908-154235	3/14/2012	Premium	\$3,171.63	\$0.00	\$3,171.63	1/12/2016	Collection Attempts Unsuccessful
DIR1028	Tico Murillo dba Econo Lube N Tune	33308-153633	12/8/2011	Premium	\$296.55	\$0.00	\$296.55	1/12/2016	Collection Attempts Unsuccessful
DIR989	Town Fresh Fish LLC	30177-152955	10/31/2011	Premium	\$109.74	\$0.00	\$109.74	1/12/2016	Collection Attempts Unsuccessful
DIR675	Treasured Memories Inc	10896-148961	5/21/2010	Premium	\$4,676.65	\$0.00	\$4,676.65	1/12/2016	Collection Attempts Unsuccessful
DIR1137	Ultrasigns Inc	32103-153473	11/8/2011	Premium	\$1,839.23	\$0.00	\$1,839.23	1/12/2016	Collection Attempts Unsuccessful
DIR918	USI Service Group Inc	26211-152024	5/13/2011	Premium	\$334.54	\$0.00	\$334.54	1/12/2016	Collection Attempts Unsuccessful
DIR676	Va Va Voom, LLC	16817-149690	8/26/2010	Premium	\$64.35	\$0.00	\$64.35	1/12/2016	Collection Attempts Unsuccessful
DIR904	Wayne Inouye dba Perfect Donuts	21717-151074	1/14/2011	Premium	\$136.94	\$0.00	\$136.94	1/12/2016	Collection Attempts Unsuccessful
DIR987	Western Dairy Specialties LLC	12361-149687	8/26/2010	Premium	\$1,006.56	\$0.00	\$1,006.56	1/12/2016	Collection Attempts Unsuccessful
DIR1678	Western Lightwave Inc	22477-151480	3/8/2011	Premium	\$12,071.80	\$0.00	\$12,071.80	1/12/2016	Collection Attempts Unsuccessful
DIR974	Wild Horse Saloon	28400-152690	7/28/2011	Premium	\$10.17	\$0.00	\$10.17	1/12/2016	Collection Attempts Unsuccessful
DIR939	YMCA Of The Sierra	27944-152450	7/7/2011	Premium	\$220.56	\$0.00	\$220.56	1/12/2016	Collection Attempts Unsuccessful
				<b>TOTALS:</b>	<b>\$112,394.54</b>	<b>\$264.12</b>	<b>\$112,130.42</b>		

January 12, 2016  
D:\no. 11

For Budget Division Use Only	
Reviewed by: <i>MU</i>	<i>4/16/16</i>
Reviewed by:	
Reviewed by:	

**STATEWIDE LEASE INFORMATION**

1. Agency: Department of Health and Human Services  
 Division of Public and Behavioral Health, MME  
 4150 Technology Way, Suite 300  
 Carson City, Nevada 89706  
 Debbie Ohl  
 775.684.5915 fax: 775.684.4211 dlohl@health.nv.gov

Remarks: This lease was negotiated to relocate the MME program to better accommodate the needs of the agency.

Exceptions/Special notes: This lease more than doubles the current square footage and includes tenant improvements to build out the suite, of which the increased rates will not go into effect until the 3rd year.

2. Name of Landlord (Lessor): WBCMT 2007-C33 Charleston Boulevard, LLC

3. Address of Landlord: 1601 Washington Avenue, Suite 700  
 Miami Beach, Florida 33139

4. Property contact: Cushman & Wakefield  
 3773 Howard Hughes Parkway, Suite 100S  
 Las Vegas, Nevada 89169  
 Cheryl McVay  
 720.688.6946 fax: 702.796.7920 cheryl.mcvay@comre.com

5. Address of Lease property: 3811 West Charleston Boulevard, Suite 104  
 Las Vegas, Nevada 89102

a. Square Footage:  Rentable 2,717  
 Usable

b. Cost:	cost per month	# of months in time frame	cost per year	time frame	Actual cost per square foot
Increase %	\$4,944.94	12	\$59,339.28	June 1, 2016 - May 31, 2017	\$1.82
0%	\$4,944.94	12	\$59,339.28	June 1, 2017 - May 31, 2018	\$1.82
26%	\$6,249.10	12	\$74,989.20	June 1, 2018 - May 31, 2019	\$2.30
0%	\$6,249.10	12	\$74,989.20	June 1, 2019 - May 31, 2020	\$2.30
3%	\$6,439.29	12	\$77,271.48	June 1, 2020 - May 31, 2021	\$2.37
0%	\$6,439.29	12	\$77,271.48	June 1, 2021 - May 31, 2022	\$2.37
3%	\$6,629.48	12	\$79,553.76	June 1, 2022 - May 31, 2023	\$2.44
c. Total Lease Consideration:		84	\$502,753.68		

d. Option to renew:  Yes  No 90 Renewal terms: one identical term

e. Holdover notice: # of Days required 30 Holdover terms: 5%/90

f. Term: Seven (7) Years

g. Pass-thrus/CAM/Taxes  Landlord  Tenant

h. Utilities:  Landlord  Tenant

i. Janitorial:  Landlord  Tenant  3 day  5 day  Rural 3 day  Rural 5 day  Other (see special notes)

j. Repairs: Major:  Landlord  Tenant Minor:  Landlord  Tenant

k. Comparable Market Rate: \$2.05 - \$2.60 Las Vegas / Henderson Area

l. Specific termination clause in lease: Breach/Default lack of funding

m. Lease will be paid for by Agency Budget Account Number: 4543

6. Purpose of the lease: To house Medical Marijuana Establishment program

7. This lease constitutes:
- An extension of an existing lease
  - An addition to current facilities (requires a remark)
  - A relocation (requires a remark)
  - A new location (requires a remark)
  - Remodeling only
  - Other

**RECEIVED**  
 APR 05 2016  
 GOVERNOR'S FINANCE OFFICE  
 BUDGET DIVISION

a. Estimated Moving Expenses: \$724.00 Furnishings: \$0.00 Data/Phones: \$700.00

**STATEWIDE LEASE INFORMATION**

IF THIS LEASE IS FOR A NEW SPACE, RELOCATION, ADDITION TO EXISTING OR REMODEL OF EXISTING SPACE - PLEASE CONFIRM THAT ALL ASSOCIATED COSTS ARE INCLUDED IN YOUR LEGISLATIVELY APPROVED BUDGET.  
 Yes \_\_\_\_\_ No X Dec Unit \_\_\_\_\_

IF NO, PLEASE PROVIDE THE APPROVED WORK PROGRAM NUMBER ADDING THE EXPENSE TO YOUR BUDGET  
C34479 (SF416) SF417 pending approval (C35308)

K. Williams 3/30/16  
 Authorized Agency Signature Date

For Public Works Information:

8. State of Nevada Business License Information:

a. Nevada Business ID Number:	<u>NV20121011166</u> ✓	Exp:	<u>1/31/2017</u> ✓	12
b. The Contractor is registered with the Nevada Secretary of State's Office as a:	LLC <input checked="" type="checkbox"/> INC <input type="checkbox"/> CORP <input type="checkbox"/> LLP <input type="checkbox"/>			
c. Is the Contractor Exempt from obtaining a Business License: *If yes, please explain in exceptions section	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
d. Is the Contractors Name the same as the Legal Entity Name? *If no, please explain in exceptions section	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
e. Does the Contractor have a current Nevada State Business License (SBL)? *If no, please explain in exceptions section	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
f. Is the Legal Entity active and in good standing with the Nevada Secretary of States Office?	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
g. State of Nevada Vendor number:	<u>T32001981</u> ✓			

9. Compliance with NRS 331.110, Section 1, Paragraph 2:

a. I/we have considered the reasonableness of the terms of this lease, including cost	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. I/we have considered other state leased or owned space available for use by this agency	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

[Signature] 4.1.16  
 Authorized Signature Date  
 Public Works Division  
 // For Board of Examiners  YES  NO

For Budget Division Use Only	
Reviewed by: <u>YH</u>	<u>4/20/16</u>
Reviewed by:	
Reviewed by:	

**STATEWIDE LEASE INFORMATION**

**RECEIVED**

APR 19 2016

GOVERNOR'S FINANCIAL OFFICE  
BUDGET DIVISION

1. Agency: Department of Health and Human Services  
Division of Public and Behavioral Health  
4150 Technology Way, Suite 200  
Carson City, Nevada, 89701  
Debbie Ohi  
775.684.5915 Fax: 775.684.4211 dlohi@health.nv.gov

Remarks: This is a renewal of an existing lease, for storage purposes for the Department. The Lessor provides access 24 hours a day; 365 days per year. Lessor also provides training and use of an onsite forklift for the Tenant's use.

Exceptions/Special notes: No janitorial, except access to onsite trash collection.

2. Name of Landlord (Lessor): Miles Properties, Inc.

3. Address of Landlord: PO Box 22605  
Carson City, Nevada 89721

4. Property contact: Jessica Crossman  
775.246.4537 Fax: 775.246.5196 bwi.nevada@gmail.com

5. Address of Lease property: 61 Industrial Parkway, Building B2, Units C and D  
Mound House, Nevada 89706

a. Square Footage:  Rentable  Usable 2,600

b. Cost:	cost per month	# of months in time frame	cost per year	time frame	Approximate cost per square foot
Increase %	\$1,470.88	12	\$17,650.56	June 1, 2016 - May 31, 2017	\$0.57
2.5%	\$1,507.65	12	\$18,091.80	June 1, 2017 - May 31, 2018	\$0.58
2.5%	\$1,545.34	12	\$18,544.08	June 1, 2018 - May 31, 2019	\$0.59
2.5%	\$1,583.98	12	\$19,007.76	June 1, 2019 - May 31, 2020	\$0.61
2.5%	\$1,623.57	12	\$19,482.84	June 1, 2020 - May 31, 2021	\$0.62

c. Total Lease Consideration: 60 \$92,777.04

d. Option to renew:  Yes  No 90 Renewal terms: One identical term

e. Holdover notice: # of Days required 30 Holdover terms: 5%/90

f. Term: Five (5) Years

g. Pass-thrus/CAM/Taxes:  Landlord  Tenant

h. Utilities:  Landlord  Tenant

i. Janitorial:  Landlord  Tenant  3 day  5 day  Rural 3 day  Rural 5 day  Other (see special notes)

j. Repairs: Major:  Landlord  Tenant Minor:  Landlord  Tenant

k. Comparable Market Rate: Not Available

l. Specific termination clause in lease: Breach/Default lack of funding

m. Lease will be paid for by Agency Budget Account Number: 3218

6. Purpose of the lease: To house the Division of Public and Behavioral Health, storage

7. This lease constitutes:

- An extension of an existing lease
- An addition to current facilities (requires a remark)
- A relocation (requires a remark)
- A new location (requires a remark)
- Remodeling only
- Other

a. Estimated Moving Expenses: \$0.00      Furnishings: \$0.00      Data/Phones: \$0.00

**STATEWIDE LEASE INFORMATION**

IF THIS LEASE IS FOR A NEW SPACE, RELOCATION, ADDITION TO EXISTING OR REMODEL OF EXISTING SPACE - PLEASE CONFIRM THAT ALL ASSOCIATED COSTS ARE INCLUDED IN YOUR LEGISLATIVELY APPROVED BUDGET.

Yes \_\_\_\_\_ No \_\_\_\_\_ Dec Unit \_\_\_\_\_

IF NO, PLEASE PROVIDE THE APPROVED WORK PROGRAM NUMBER ADDING THE EXPENSE TO YOUR BUDGET

Christina Dodich 4/14/16  
Authorized Agency Signature Date

For Public Works Information:

8. State of Nevada Business License Information:

a. Nevada Business ID Number:	<u>NV20011345121</u>	Exp:	<u>6/30/2016</u>	
b. The Contractor is registered with the Nevada Secretary of State's Office as a:	LLC <input type="checkbox"/>	INC <input checked="" type="checkbox"/>	CORP <input type="checkbox"/>	LLP <input type="checkbox"/>
c. Is the Contractor Exempt from obtaining a Business License:	<input type="checkbox"/> YES			<input checked="" type="checkbox"/> NO
*If yes, please explain in exceptions section				
d. Is the Contractors Name the same as the Legal Entity Name?	<input checked="" type="checkbox"/> YES			<input type="checkbox"/> NO
*If no, please explain in exceptions section				
e. Does the Contractor have a current Nevada State Business License (SBL)?	<input checked="" type="checkbox"/> YES			<input type="checkbox"/> NO
*If no, please explain in exceptions section				
Is the Legal Entity active and in good standing with the Nevada Secretary of States	<input checked="" type="checkbox"/> YES			<input type="checkbox"/> NO
f. Office?				
g. State of Nevada Vendor number:	<u>T29026806</u>			

9. Compliance with NRS 331.110, Section 1, Paragraph 2:

a. I/we have considered the reasonableness of the terms of this lease, including cost	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. I/we have considered other state leased or owned space available for use by this agency	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

[Signature] 4.19.16  
Authorized Signature Date  
Public Works Division

//  
For Board of Examiners  YES  NO



For Budget Division Use Only	
Reviewed by: <u>YH</u>	<u>4/14/16</u>
Reviewed by:	
Reviewed by:	

**STATEWIDE LEASE INFORMATION**

1. Agency: Department of Health and Human Services, Division of Welfare and Supportive Services  
 1470 College Parkway  
 Carson City, Nevada 89706  
 Contact: Elizabeth Watson Phone: (775) 684-0500 Fax: (775) 684-0844 ewatson@dwss.nv.gov

Remarks: This full service lease was negotiated to renew the existing lease for 120 months and will include 5-day janitorial provided by the Lessor.

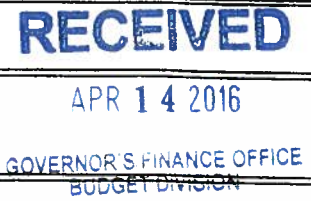
Exceptions/Special notes: Tenant Improvements include new carpet, replacement of front entry doors, window tint as well; all bathrooms will be repainted and have fixtures replaced to meet ADA standards. Full repaint in year five up to \$40,000.

2. Name of Landlord (Lessor): Aleco Enterprises, Inc.

3. Address of Landlord: 12111 La Casa Lane  
 Los Angeles, California 90049

4. Property contact: Robert Munakash  
 Phone: (310) 459-7645 Fax: (310) 459-8065  
 Email: rmunakash@mac.com

5. Address of Lease property: 611 North Nellis Boulevard  
 Las Vegas, Nevada 89110



a. Square Footage:  Rentable  Usable 30,544

b. Cost:	cost per month	# of months in time frame	cost per year	time frame	Approximate cost per square foot
Increase %	\$57,422.72	12	\$689,072.64	June 1, 2016 - May 31, 2017	\$1.88
2%	\$58,571.17	12	\$702,854.09	June 1, 2017 - May 31, 2018	\$1.92
2%	\$59,742.60	12	\$716,911.17	June 1, 2018 - May 31, 2019	\$1.96
2%	\$60,937.45	12	\$731,249.40	June 1, 2019 - May 31, 2020	\$2.00
2%	\$62,156.20	12	\$745,874.39	June 1, 2020 - May 31, 2021	\$2.03
2%	\$63,399.32	12	\$760,791.87	June 1, 2021 - May 31, 2022	\$2.08
2%	\$64,667.31	12	\$776,007.71	June 1, 2022 - May 31, 2023	\$2.12
2%	\$65,960.66	12	\$791,527.87	June 1, 2023 - May 31, 2024	\$2.16
2%	\$67,279.87	12	\$807,358.42	June 1, 2024 - May 31, 2025	\$2.20
2%	\$68,625.47	12	\$823,505.59	June 1, 2025 - May 31, 2026	\$2.25

c. Total Lease Consideration: 120 \$7,545,153.16

d. Option to renew:  Yes  No 90 Renewal terms: One identical term

e. Holdover notice: # of Days required 30 Holdover terms: 5%/90

f. Term: Ten (10) years

g. Pass-thrus/CAM/Taxes:  Landlord  Tenant

h. Utilities:  Landlord  Tenant

i. Janitorial:  Landlord  Tenant  3 day  5 day  Rural 3 day  Rural 5 day  Other (see special)

j. Repairs: Major:  Landlord  Tenant Minor:  Landlord  Tenant

k. Comparable Market Rate: \$2.05 - \$2.60 Las Vegas / Henderson

l. Specific termination clause in lease: Breach/Default lack of funding

m. Lease will be paid for by Agency Budget Account Number: 3233

6. Purpose of the lease: To house the Division of Welfare and Supportive Services district office.

7. This lease constitutes:
- An extension of an existing lease
  - An addition to current facilities (requires a remark)
  - A relocation (requires a remark)
  - A new location (requires a remark)
  - Remodeling only
  - Other

a. Estimated Moving Expenses: \$0.00 Furnishings: \$0.00 Data/Phones: \$0.00

**STATEWIDE LEASE INFORMATION**

IF THIS LEASE IS FOR A NEW SPACE, RELOCATION, ADDITION TO EXISTING OR REMODEL OF EXISTING SPACE - PLEASE CONFIRM THAT ALL ASSOCIATED COSTS ARE INCLUDED IN YOUR LEGISLATIVELY APPROVED BUDGET.

Yes  No  Dec Unit In base budget - this is a renewal of an existing lease.

IF NO, PLEASE PROVIDE THE APPROVED WORK PROGRAM NUMBER ADDING THE EXPENSE TO YOUR BUDGET

[Signature] 4/7/16  
 Authorized Agency Signature Date

For Public Works Information:

8. State of Nevada Business License Information:

a. Nevada Business ID Number:	<u>NV19911013569</u>	Exp:	<u>2/28/2017</u>	178
b. The Contractor is registered with the Nevada Secretary of State's Office as a:	<input type="checkbox"/> LLC <input checked="" type="checkbox"/> INC <input type="checkbox"/> CORP <input type="checkbox"/> LLP			
c. Is the Contractor Exempt from obtaining a Business License: *If yes, please explain in exceptions section	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
d. Is the Contractors Name the same as the Legal Entity Name? *If no, please explain in exceptions section	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
e. Does the Contractor have a current Nevada State Business License (SBL)? *If no, please explain in exceptions section	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Is the Legal Entity active and in good standing with the Nevada Secretary of States	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
f. Office?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
g. State of Nevada Vendor number:	<u>T29006607</u>			

9. Compliance with NRS 331.110, Section 1, Paragraph 2:

a. I/we have considered the reasonableness of the terms of this lease, including cost	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
b. I/we have considered other state leased or owned space available for use by this agency	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

[Signature] \_\_\_\_\_ Date \_\_\_\_\_  
 Public Works Division  
 ht For Board of Examiners  Yes  No

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: <b>12578</b>	Amendment Number: <b>2</b>
Agency Name: <b>GOVERNOR'S OFFICE</b>	Legal Entity Name: <b>MCGINNESS, RYAN DBA DISTRICT STRATEGIES, LLC</b>
Agency Code: <b>010</b>	Contractor Name: <b>MCGINNESS, RYAN DBA DISTRICT STRATEGIES, LLC</b>
Appropriation Unit: <b>1011-10</b>	Address: <b>444 N CAPITOL ST NW STE 209</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>WASHINGTON, DC 20001</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>202/624-5426</b>
	Vendor No.: <b>T27017401</b>
	NV Business ID: <b>NV20111386536</b>

To what State Fiscal Year(s) will the contract be charged? **2012-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X Other funding</b>	<b>100.00 % Agency Transfers</b>

Agency Reference #: **RFP #1940**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **10/01/2011**  
 Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **7 years and 274 days**

4. Type of contract: **Contract**

Contract description: **Advocacy and Federal**

5. Purpose of contract:

**This is the second amendment to the original contract which continues ongoing service to the Governor as an advocate and representative for the State of Nevada in Washington, D.C. The contractor will identify, monitor and provide information on selected federal issues. This amendment extends the termination date from June 30, 2016 to June 30, 2019 and increases the maximum amount from \$1,204,510.28 to \$1,982,809.30 due to the continued need for the services.**

**6. CONTRACT AMENDMENT**

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$432,388.16	\$432,388.16	\$432,388.16	Yes - Action
a. Amendment 1:	\$772,122.12	\$772,122.12	\$772,122.12	Yes - Action
2. Amount of current amendment (#2):	\$778,299.02	\$778,299.14	\$778,299.14	Yes - Action
3. New maximum contract amount:	\$1,982,809.30			
and/or the termination date of the original contract has changed to:	06/30/2019			

**II. JUSTIFICATION**

7. What conditions require that this work be done?

The communication and coordination of federal activities assists state agencies that deliver services to Nevadans and are responsible for implementing federal legislation (e.g. Medicaid, public lands management, unemployment, etc.)

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

A physical presence in Washington D.C. is required for the delivery of these services.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? Yes

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

An independent committee, appointed to evaluate proposals, found this vendor to possess the necessary skills and experience to perform the requested services at a reasonable cost to the state.

d. Last bid date: 07/01/2011 Anticipated re-bid date: 06/01/2013

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

FY 2012-2016, Governor's Office, service satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	cschon1	04/04/2016 08:34:37 AM
Division Approval	cschon1	04/04/2016 08:35:16 AM
Department Approval	cschon1	04/04/2016 08:35:20 AM
Contract Manager Approval	rmille8	04/04/2016 08:38:41 AM
Budget Analyst Approval	jmurph1	04/11/2016 10:17:52 AM
BOE Agenda Approval	sbrown	04/13/2016 14:47:27 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17615**

Agency Name: **CONTROLLER'S OFFICE**  
Agency Code: **060**  
Appropriation Unit: **1130-04**

Is budget authority available?: **Yes**  
If "No" please explain: Not Applicable

Legal Entity Name: **CLIFTONLARSONALLEN, LLP**  
Contractor Name: **CLIFTONLARSONALLEN, LLP**  
Address: **1966 GREENSPRING DR STE 300**  
City/State/Zip: **TIMONIUM, MD 21093-4161**  
Contact/Phone: **THOMAS REY 410/308-8029**  
Vendor No.: **T29029873A**  
NV Business ID: **NV20121001313**

To what State Fiscal Year(s) will the contract be charged? **2016-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<b>X</b> General Funds	<b>100.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **12/31/2016**

Contract term: **244 days**

4. Type of contract: **Contract**

Contract description: **PERS GASB68 Audit 16**

5. Purpose of contract:

**This is a new contract that continues ongoing audit services of the Public Employees Retirement System's financial statements to comply with the requirements of the Government Accounting Standards Board (GASB) 68 rules. Contractor will audit the Schedules of Employer Allocations and Pension Amounts by Employer and the related notes to both schedules, prepared to comply with the requirements of GASB 68. The contractor shall conduct expanded employer census data testing as part of its audit.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$50,000.00**

Payment for services will be made at the rate of \$50,000.00 per Contract

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The Government Accounting Standards Board Statement 68, issued June, 2012, established standard requirements for accounting and financial reporting for pensions that are provided to the employees of state and local governmental employers through pension plans, effective for fiscal years beginning after June 15, 2014.

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

Auditing for public employee pension plans should be conducted by an outside, neutral auditor to prevent the appearance of conflict of interest.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

This vendor has the very specialized knowledge and experience required for auditing government employee pension and related funds.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contracted by the State Controller's Office for audit of FY 2014 PERS financial statements during FY2016; Nevada Public Employees Retirement System, date unknown; and Nevada Deferred Compensation Program, date unknown.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

LLP

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jsmack	03/28/2016 08:34:36 AM
Division Approval	jsmack	03/28/2016 08:34:40 AM
Department Approval	jsmack	03/28/2016 08:34:42 AM
Contract Manager Approval	hbill1	03/28/2016 08:38:34 AM
Budget Analyst Approval	tgreenam	03/29/2016 13:06:14 PM
BOE Agenda Approval	sbrown	04/13/2016 14:41:38 PM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17476**

Agency Name:	<b>ADMIN - DIVISION OF HUMAN RESOURCE MANAGEMENT</b>	Legal Entity Name:	Department of Administration - Hearings Division
Agency Code:	<b>070</b>	Contractor Name:	<b>Department of Administration - Hearings Division</b>
Appropriation Unit:	<b>1363-11</b>	Address:	<b>2200 S Rancho Drive Suite 220</b>
Is budget authority available?:	<b>Yes</b>	City/State/Zip:	<b>Las Vegas, NV 89102</b>
If "No" please explain:	Not Applicable	Contact/Phone:	702-486-2527
		Vendor No.:	
		NV Business ID:	Not Applicable

To what State Fiscal Year(s) will the contract be charged? **2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Personnel Assessments</b>

Agency Reference #: ASD #2089773

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**

Anticipated BOE meeting date 04/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2017**

Contract term: **364 days**

4. Type of contract: **Interlocal Agreement**

Contract description: **Hearing Officers**

5. Purpose of contract:

**This is a new interlocal agreement which provides ongoing Hearings Appeals Officers to hear Executive Branch employee "Whistle Blower" complaints and appeals regarding suspensions, demotions, involuntary transfers and terminations.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$300,000.00**

Payment for services will be made at the rate of \$100.00 per hour

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Per NRS employees are entitled to a hearing should they be a whistle blower and are retaliated against. Also, employees are entitled to appeal personnel decisions regarding suspensions, demotions, involuntary transfers and terminations.

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

Division employees are not qualified as hearing officers.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

[Empty text box]

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

[Empty text box]

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csweeney	02/11/2016 13:22:27 PM
Division Approval	csweeney	02/11/2016 13:22:51 PM
Department Approval	csweeney	02/11/2016 13:22:55 PM
Contract Manager Approval	csweeney	02/11/2016 13:23:05 PM
Budget Analyst Approval	myoun3	02/18/2016 16:49:44 PM
BOE Agenda Approval	lfree1	04/08/2016 15:43:31 PM
BOE Final Approval	Pending	



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17649**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>NEVADA LANDCARE USA, LLC</b>
Agency Code: <b>082</b>	Contractor Name: <b>NEVADA LANDCARE USA, LLC</b>
Appropriation Unit: <b>1349-12</b>	Address: <b>3035 S WESTWOOD DRIVE</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>LAS VEGAS, NV 89109</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702-385-4590</b>
	Vendor No.:
	NV Business ID: <b>NV200001008059</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 %</b>	<b>Buildings and Grounds Rental Income Fees</b>
Federal Funds	0.00 %		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **01/01/2016**

Anticipated BOE meeting date **05/2016**

Retroactive? **Yes**

If "Yes", please explain

**Due to internal staffing issues and to a change in the internal contracting process for these types of contracts, several of the janitorial services contracts lapsed prior to completing the solicitation and documentation process for the new contracts. This contract was one of those contracts that could not be completed prior to the expiration of the current contract. Now that the new contracting process is in place for these services contracts we should not have an issue going forward.**

3. Termination Date: **12/31/2019**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Landscaping**

5. Purpose of contract:

**This is a new contract that continues ongoing landscaping services for the Department of Motor Vehicles facility at 4110 Donovan Way in Las Vegas.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$68,760.00**

Payment for services will be made at the rate of \$1,370.00 per month

Other basis for payment: extra services are \$35.00 per hour; total of \$65,765.00 for monthly services and \$3,000.000 for extra services.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Landscaping/grounds need to be maintained/serviced on a regular basis for employee and public safety.

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

Buildings and Grounds lacks the personnel to handle landscaping on all state building grounds.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Nevada Landcare  
SunState Landscaping

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Two vendors showed for the walkthrough and Nevada Landscape is the only vendor who produced a bid.

d. Last bid date: 12/15/2015 Anticipated re-bid date: 12/15/2019

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Buildings and Grounds has used Nevada LandCare previously and work is satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csweeney	04/06/2016 12:46:30 PM
Division Approval	csweeney	04/06/2016 12:46:32 PM
Department Approval	csweeney	04/06/2016 12:46:35 PM
Contract Manager Approval	ssands	04/06/2016 12:50:16 PM
Budget Analyst Approval	jrodrig9	04/11/2016 12:19:25 PM
BOE Agenda Approval	pnicks	04/11/2016 16:16:07 PM
BOE Final Approval	Pending	



**DEPARTMENT OF ADMINISTRATION  
ADMINISTRATIVE SERVICES DIVISION**

**209 E. Musser Street, Room 304  
Carson City, Nevada 89701-4204  
(775) 684-0273  
Fax (775) 684-0275**

**MEMORANDUM**

April 8, 2016

**TO:** Jim Rodriguez  
Budget Analyst

**FROM:** Sue Sands, Admin Services Division, Contracts Section

**RE:** Retro Memo for Nevada Landscape USA LLC

Buildings and Grounds is requesting a retro start date of January 1, 2016 for this new contract for 4110 Donovan Way in Las Vegas.

The previous contract expired on 12/31/2015.

Due to internal staffing issues and to a management decision to not group services for several buildings into a single contract anymore, several of the janitorial services contracts lapsed prior to completing the solicitation and documentation process for the new contracts. This contract was one of those contracts that could not be completed prior to the expiration of the current contract. Now that the new contracting process is in place for these services contracts we should not have an issue with future contract renewals.

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17638**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>PREMIER JANITORIAL MANAGEMENT</b>
Agency Code: <b>082</b>	Contractor Name: <b>PREMIER JANITORIAL MANAGEMENT</b>
Appropriation Unit: <b>1349-12</b>	Address: <b>3579 Highway 50 East</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Carson City, NV 89701</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775-832-0444</b>
	Vendor No.: <b>T27030039A</b>
	NV Business ID: <b>NV20101175503</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 %</b>	<b>Buildings and Grounds Building Rental Fees</b>
Federal Funds	0.00 %		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date: **05/2016**

Retroactive? **Yes**

If "Yes", please explain

**Due to internal staffing issues and a change in our internal contracting process for these types of contract, this contract is one of several janitorial contracts that lapsed prior to completing the solicitation and documentation process for new contracts. There should not be any issues with future contract needs.**

3. Termination Date: **03/01/2020**  
Contract term: **3 years and 305 days**

4. Type of contract: **Contract**  
Contract description: **Janitorial Services**

5. Purpose of contract:  
**This is a new contract that continues ongoing janitorial services for the Wildlife building located at 1100 Valley Road in Reno.**

6. NEW CONTRACT  
The maximum amount of the contract for the term of the contract is: **\$72,856.00**  
Payment for services will be made at the rate of \$1,097.00 per month  
Other basis for payment: \$1,900 x2 for Hard Floor VCT Strip and Wax; \$5,000 for extra services

#### II. JUSTIFICATION

7. What conditions require that this work be done?  
**To provide a safe, clean and healthy work environment in our buildings.**

8. Explain why State employees in your agency or other State agencies are not able to do this work:  
**Buildings and Grounds lacks the manpower to clean all state buildings.**

9. Were quotes or proposals solicited? **Yes**  
Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Enterprise Janitorial Sservices  
FAAD Janitorial  
Premier Janitorial Management

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This was the lowest bid of the three vendors.

d. Last bid date: 02/23/2016 Anticipated re-bid date: 01/01/2020

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Since 2012, Buildings and Grounds has used this vendor and the service is satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csweeney	04/06/2016 12:45:26 PM
Division Approval	csweeney	04/06/2016 12:45:37 PM
Department Approval	csweeney	04/06/2016 12:45:41 PM
Contract Manager Approval	ssands	04/06/2016 13:17:51 PM
Budget Analyst Approval	jrodrig9	04/11/2016 12:33:28 PM
BOE Agenda Approval	pnicks	04/11/2016 16:12:26 PM
BOE Final Approval	Pending	



**DEPARTMENT OF ADMINISTRATION  
ADMINISTRATIVE SERVICES DIVISION**

**209 E. Musser Street, Room 304  
Carson City, Nevada 89701-4204  
(775) 684-0273  
Fax (775) 684-0275**

**MEMORANDUM**

April 11, 2016

TO: Jim Rodriguez  
Budget Analyst

FROM: Sue Sands, Admin Services Division, Contracts Section

RE: Retro Memo for Premier Janitorial for Wildlife Building in Reno

Buildings and Grounds is requesting a retro start date of March 1, 2016 for this new contract for 1100 Valley Road in Reno.

The previous contract expired on 2/28/2016.

Due to internal staffing issues and a change in our internal contracting process for these types of contract, this contract is one of several janitorial contracts that lapsed prior to completing the solicitation and documentation process for new contracts. There should not be any issues with future contract needs.

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17362** Amendment Number: **1**

Legal Entity Name: Nevada by Design

Agency Name: **ADMIN - STATE PUBLIC WORKS DIVISION** Contractor Name: **Nevada by Design**

Agency Code: **082** Address: **5755 So. Sandhill Rd. SUITE B**

Appropriation Unit: **1567-13** City/State/Zip: **Las Vegas, NV 89120**

Is budget authority available?: **Yes** Contact/Phone: 702-938-1525

If "No" please explain: Not Applicable Vendor No.:

NV Business ID: NV19971038895

To what State Fiscal Year(s) will the contract be charged? **2016-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>93.00 %</b>	<b>X</b> Bonds	<b>7.00 %</b>
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **12/29/2015**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2017**

Contract term: **1 year and 183 days**

4. Type of contract: **Contract**

Contract description: **Arch/Eng Serv**

5. Purpose of contract:

**This is the first amendment to the original contract which provides professional architectural/engineering services for the Southern Nevada Veterans Memorial Cemetery Expansion project: CIP Project No. 09-C18; SPWD Contract No. 109964. This amendment increases the maximum amount from \$22,500 to \$67,500 for additional construction management services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$22,500.00	\$22,500.00	\$22,500.00	Yes - Info
2. Amount of current amendment (#1):	\$45,000.00	\$45,000.00	\$67,500.00	Yes - Action
3. New maximum contract amount:	\$67,500.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

2009 CIP

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

Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? No  
 Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
 Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/06/2016 09:29:57 AM
Division Approval	dgrimm	04/06/2016 09:30:00 AM
Department Approval	dgrimm	04/06/2016 09:30:03 AM
Contract Manager Approval	dgrimm	04/06/2016 09:30:06 AM
Budget Analyst Approval	jrodrig9	04/11/2016 10:04:21 AM
BOE Agenda Approval	pnicks	04/11/2016 10:06:37 AM



**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **17658**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>JVC ARCHITECTS, INC.</b>
Agency Code: <b>082</b>	Contractor Name: <b>JVC ARCHITECTS, INC.</b>
Appropriation Unit: <b>1590-72</b>	Address: <b>5385 CAMERON ST. SUITE 15</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>LAS VEGAS, NV 89118-6257</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702-871-3416</b>
	Vendor No.: <b>T27007825</b>
	NV Business ID: <b>NV19931066659</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Transfer from Highway Fund Appropriation</b>

Agency Reference #: 110139

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2019**

Contract term: **3 years and 60 days**

4. Type of contract: **Contract**

Contract description: **Arch/Eng Serv**

5. Purpose of contract:

**This is a new contract to provide professional architectural/engineering services for the flooring replacement project at the North Decatur, North Las Vegas -Donovan and Henderson Department of Motor Vehicle facilities: CIP Project No. 15-M31; SPWD Contract No. 110139.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$62,941.00**

Other basis for payment: Monthly progress payments based on services provided.

**II. JUSTIFICATION**

7. What conditions require that this work be done?

**2015 CIP**

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

**Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.**

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/05/2016 14:39:37 PM
Division Approval	dgrimm	04/05/2016 16:09:54 PM
Department Approval	dgrimm	04/05/2016 16:09:57 PM
Contract Manager Approval	dgrimm	04/05/2016 16:09:59 PM
Budget Analyst Approval	jrodrig9	04/11/2016 10:04:46 AM
BOE Agenda Approval	pnicks	04/11/2016 10:06:10 AM
BOE Final Approval	Pending	

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **16575** Amendment Number: **2**  
 Agency Name: **ADMIN - STATE PUBLIC WORKS DIVISION** Legal Entity Name: **PENTA BUILDING GROUP, LLC**  
 Agency Code: **082** Contractor Name: **PENTA BUILDING GROUP, LLC**  
 Appropriation Unit: **1590-46** Address: **181 E WARM SPRING RD**  
 Is budget authority available?: **Yes** City/State/Zip: **LAS VEGAS, NV 89119-4101**  
 If "No" please explain: **Not Applicable** Contact/Phone: **702-614-1678**  
 Vendor No.: **T29025775**  
 NV Business ID: **NV20081225302**

To what State Fiscal Year(s) will the contract be charged? **2015-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	<b>56.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	<input checked="" type="checkbox"/> Bonds	<b>32.00 %</b>
Highway Funds	0.00 %	<input checked="" type="checkbox"/> Other funding	<b>12.00 %</b>

**6% transfer from Treasurer, 6% transfer from Las Vegas Mental Health**

Agency Reference #: 109176

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **05/12/2015**  
 Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2019**

Contract term: **4 years and 50 days**

4. Type of contract: **Contract**

Contract description: **Owner-CMAR AGR**

5. Purpose of contract:

**This is the second amendment to the contract to provide professional owner construction manager at risk services for the renovation of Building #3 at the Southern Nevada Adult Mental Health Services in Las Vegas: CIP Projects No. 13-C08(C) and 15-C01; SPWD Contract No. 109176. This amendment increases the maximum amount from \$5,574,448.30 to \$5,731,801.12 to accommodate the final project change order items.**

**6. CONTRACT AMENDMENT**

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$4,162,842.00	\$4,162,842.00	\$4,162,842.00	Yes - Action
a. Amendment 1:	\$1,411,606.30	\$1,411,606.30	\$1,411,606.30	Yes - Action
2. Amount of current amendment (#2):	\$157,352.82	\$1,568,959.12	\$1,568,959.12	Yes - Action
3. New maximum contract amount:	\$5,731,801.12			

**II. JUSTIFICATION**

7. What conditions require that this work be done?

2013 CIP and 2015 CIP

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

Professional services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? No  
Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/05/2016 15:46:26 PM
Division Approval	dgrimm	04/05/2016 15:46:28 PM
Department Approval	dgrimm	04/05/2016 16:08:01 PM
Contract Manager Approval	dgrimm	04/06/2016 09:32:29 AM
Budget Analyst Approval	jrodrig9	04/11/2016 13:07:43 PM
BOE Agenda Approval	pnicks	04/11/2016 16:00:28 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17660**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>BCC MANAGEMENT, Inc.</b>
Agency Code: <b>082</b>	Contractor Name: <b>BCC MANAGEMENT, Inc.</b>
Appropriation Unit: <b>All Appropriations</b>	Address: <b>8883 West Flamingo Rd. Suite 103</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Las Vegas, NV 89147</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702-987-1980</b>
	Vendor No.: <b></b>
	NV Business ID: <b>NV20101683179</b>
To what State Fiscal Year(s) will the contract be charged?	<b>2016-2017</b>
What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.	
General Funds 0.00 %	Fees 0.00 %
Federal Funds 0.00 %	Bonds 0.00 %
Highway Funds 0.00 %	<b>X Other funding 100.00 %</b>
	<b>Varies depending upon the project requiring this service.</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2017**

Contract term: **1 year and 60 days**

4. Type of contract: **Contract**

Contract description: **Misc Serv Agr**

5. Purpose of contract:

**This is a new contract to provide on-going third party mechanical/electrical commissioning services as required.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$100,000.00**

Other basis for payment: Progress payments based on services provided

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**Third Party Commissioning Services required to ensure building safety and code compliance.**

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

**Third Party Commissioning services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.**

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/05/2016 15:18:30 PM
Division Approval	dgrimm	04/05/2016 15:18:33 PM
Department Approval	dgrimm	04/05/2016 16:16:48 PM
Contract Manager Approval	dgrimm	04/12/2016 08:00:28 AM
Budget Analyst Approval	jrodrig9	04/12/2016 10:42:55 AM
BOE Agenda Approval	pnicks	04/12/2016 10:45:09 AM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17625**

Agency Name: <b>DTCA - DIVISION OF TOURISM</b>	Legal Entity Name: <b>EAST WEST MARKETING CORP CHINA</b>
Agency Code: <b>101</b>	Contractor Name: <b>EAST WEST MARKETING CORP CHINA</b>
Appropriation Unit: <b>1522-31</b>	Address: <b>8831 E LAS TUNAS DR</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>TEMPLE CITY, CA 91780</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>DANIEL SHEN 626-285-3333</b>
	Vendor No.: <b>T32004009</b>
	NV Business ID: <b>NV20161161637</b>

To what State Fiscal Year(s) will the contract be charged? **2017-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % LODGING TAX</b>

Agency Reference #: **RFP #2102-AM**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**

Anticipated BOE meeting date **06/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2018**

Contract term: **1 year and 364 days**

4. Type of contract: **Contract**

Contract description: **Rep Office - China**

5. Purpose of contract:

**This is a new contract to provide ongoing representation to promote Nevada to Chinese tourists. The U.S.-based vendor's international services will include: crafting an annual market briefing and marketing plan; conducting government relations; conducting trade/consumer media outreach; developing/maintaining a Chinese website; generating robust social media; developing/hosting in-China sales missions; coordinating/hosting trade show appearances in China; organizing/hosting familiarization tours/press trips; visiting Nevada at annual conferences as identified; training/outreach to tour operators, travel agents, airline reps and other travel influencers; managing media planning/buying; developing Nevada promotional brochures in Chinese (printed/electronic); developing/executing marketing and promotional programs; ensuring regular communication with Tourism; and providing quarterly progress reports on activities, media value and results.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$396,000.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**The Nevada Division of Tourism is tasked with developing a comprehensive program of marketing and advertising for both domestic and international markets that publicizes travel and tourism to all regions of Nevada. This contract focuses on the international traveler.**

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

The state does not have employees located in China to perform the necessary work as identified in the contract. In country representatives have direct knowledge of the industry, culture, language and traveler. They also have the in country industry contacts. Being in country, the representatives are able to conduct sales calls, in office trainings, media visits, attend sales missions and shows more conveniently and at a reduced cost.

9. Were quotes or proposals solicited? Yes  
Was the solicitation (RFP) done by the Purchasing Division? Yes

a. List the names of vendors that were solicited to submit proposals (include at least three):

ALLISON & PARTNERS  
EAST WEST MARKETING CORP CHINA  
NEON  
SINOMEDIA GLOBAL PTE LTD

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Pursuant to RFP #2102, and in accordance with NRS 333, the selected vendor was the highest scoring proposer as determined by an independently appointed evaluation committee.

d. Last bid date: 12/21/2015 Anticipated re-bid date: 12/30/2019

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:

Other **DOMESTIC CORPORATION**

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	amathies	04/07/2016 10:51:04 AM
Division Approval	amathies	04/07/2016 10:51:07 AM
Department Approval	amathies	04/07/2016 10:51:10 AM
Contract Manager Approval	amathies	04/07/2016 10:51:14 AM
Budget Analyst Approval	myoun3	04/07/2016 16:27:23 PM





**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **15508** Amendment Number: **1**

Agency Name: **DTCA - COMMISSION ON TOURISM** Legal Entity Name: **TNS US, LLC DBA TNS CUSTOM RESEARCH**

Agency Code: **101** Contractor Name: **TNS US, LLC DBA TNS CUSTOM RESEARCH**

Appropriation Unit: **1522-31** Address: **600 Vine Street, Suite 300**

Is budget authority available?: **Yes** City/State/Zip: **CINCINNATI, OH 85202**

If "No" please explain: **Not Applicable** Contact/Phone: **JOHN PACKER 513-345-2066**

Vendor No.: **T32002809**

NV Business ID: **NV20141183964**

To what State Fiscal Year(s) will the contract be charged? **2015-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % LODGING TAX</b>

Agency Reference #: **RFP # 2066**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2014**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Domestic Visitor Study**

5. Purpose of contract:

**This is the first amendment to the original contract which provides ongoing domestic visitor profile study services to obtain travel information from recent Nevada visitors. This amendment extends the termination date from June 30, 2016 to June 30, 2018 and increases the value of the contract from \$124,500 to \$255,000 for additional data collection.**

**6. CONTRACT AMENDMENT**

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$124,500.00	\$124,500.00	\$124,500.00	Yes - Action
2. Amount of current amendment (#1):	\$130,500.00	\$130,500.00	\$130,500.00	Yes - Action
3. New maximum contract amount:	\$255,000.00			
and/or the termination date of the original contract has changed to:	06/30/2018			

**II. JUSTIFICATION**

7. What conditions require that this work be done?

NRS 231.260 (Section 8) requires NCOT to compile (or obtain by contract), keep current, and disseminate statistics on travel and tourism in Nevada.

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

This study requires specialized online data collection programming/model and objective expertise not available to the agency without this contract.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Pursuant to RFP #2066, and in accordance with NRS 333, the selected vendor was the highest scoring proposer as determined by an independently appointed evaluation committee.

d. Last bid date: 01/29/2014 Anticipated re-bid date: 01/01/2016

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

The Nevada Commission on Tourism has contracted with this vendor for over 10 years, and the quality of service has been very satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	amathies	03/31/2016 12:01:08 PM
Division Approval	amathies	03/31/2016 12:01:10 PM
Department Approval	amathies	03/31/2016 12:01:12 PM
Contract Manager Approval	amathies	03/31/2016 12:05:21 PM
Budget Analyst Approval	myoun3	04/05/2016 10:14:42 AM
BOE Agenda Approval	lfree1	04/06/2016 09:56:52 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>15772</b>	Amendment Number: <b>1</b>
Agency Name: <b>OFFICE OF VETERANS SERVICES</b>	Legal Entity Name: <b>Campbell's Custodial Services, Inc.</b>
Agency Code: <b>240</b>	Contractor Name: <b>Campbell's Custodial Services, Inc.</b>
Appropriation Unit: <b>2560-04</b>	Address: <b>PO Box 355505</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Las Vegas, NV 89133</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Ken Campbell 702-809-4647</b>
	Vendor No.: <b>T29023972</b>
	NV Business ID: <b>NV20071360942</b>

To what State Fiscal Year(s) will the contract be charged? **2014-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	56.00 %	Fees	0.00 %
<input checked="" type="checkbox"/>	Federal Funds	44.00 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **06/11/2014**  
 Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **4 years and 20 days**

4. Type of contract: **Contract**

Contract description: **Cemetery Cleaning**

5. Purpose of contract:

**This is the first amendment to the original contract which provides cleaning services for the Administration Building, Chapel and Maintenance Building at the Southern Nevada Veterans Memorial Cemetery. This amendment extends the termination date from June 30, 2016 to June 30, 2018 and increases the total maximum amount from \$38,000 to \$81,700 due to the continued need for these services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$38,000.00	\$38,000.00	\$38,000.00	Yes - Info
2. Amount of current amendment (#1):	\$43,700.00	\$43,700.00	\$81,700.00	Yes - Action
3. New maximum contract amount: and/or the termination date of the original contract has changed to:	\$81,700.00 06/30/2018			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Cemetery buildings need cleaning to keep the facility presentable. Cemetery staff are unable to do this work.

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

No State employees or agencies provide this service.

- 9. Were quotes or proposals solicited? Yes
- Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Best price and best presentation of proposal.

d. Last bid date: 05/01/2014      Anticipated re-bid date: 05/01/2018

- 10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

- 11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No**      If "Yes", please explain

Not Applicable

- 12. Has the contractor ever been engaged under contract by any State agency?

**No**      If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

- 13. Is the contractor currently involved in litigation with the State of Nevada?

**No**      If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

- 14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

- 15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

- 16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

- 17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

- 18. Agency Field Contract Monitor:

- 19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	agarland	03/31/2016 14:27:04 PM
Division Approval	agarland	03/31/2016 14:27:11 PM
Department Approval	agarland	03/31/2016 14:27:15 PM
Contract Manager Approval	agarland	03/31/2016 14:28:05 PM
Budget Analyst Approval	drey nol2	04/08/2016 10:27:39 AM
BOE Agenda Approval	nhovden	04/08/2016 11:42:33 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17594**

Agency Name: <b>DEPARTMENT OF VETERANS SERVICES</b>	Legal Entity Name: <b>AbacusRX Pharmacy</b>
Agency Code: <b>240</b>	Contractor Name: <b>AbacusRX Pharmacy</b>
Appropriation Unit: <b>2561-04</b>	Address: <b>1516 W. Warm Springs Road</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Henderson , NV 89014</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Kristine Carlton 702-775-8609</b>
	Vendor No.:
	NV Business ID: <b>NV20141548460</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>65.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>35.00 % Private/County</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **05/10/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2020**

Contract term: **4 years and 52 days**

4. Type of contract: **Contract**

Contract description: **Pharmacy Services**

5. Purpose of contract:

**This is a new contract that continues ongoing pharmaceutical services.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$800,000.00**

Other basis for payment: paid within 45-60 days upon receipt of invoice & supporting documentation

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The Nevada State Veterans Home is responsible to provide 24-hour pharmaceutical services, which includes prescription coverage for the residents.

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

The State does not have the capability to provide this service.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? Yes

a. List the names of vendors that were solicited to submit proposals (include at least three):

KBHP Pharmacy  
Abacus RX  
Progressive Medical  
Omnicare

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Contractor was the highest scored in technical merits and cost factors combined.

d. Last bid date: 12/15/2015 Anticipated re-bid date: 12/15/2019

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	agarland	03/18/2016 08:22:02 AM
Division Approval	agarland	03/18/2016 08:22:05 AM
Department Approval	agarland	03/18/2016 08:22:08 AM
Contract Manager Approval	agarland	03/18/2016 08:22:11 AM
Budget Analyst Approval	dreynd2	04/08/2016 09:53:21 AM
BOE Agenda Approval	nhovden	04/08/2016 13:21:25 PM
BOE Final Approval	Pending	

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**1. Contract Number: **17609**

Agency Name:	<b>DEPARTMENT OF VETERANS SERVICES</b>	Legal Entity Name:	<b>WESTCARE MANAGEMENT, INC.</b>
Agency Code:	<b>240</b>	Contractor Name:	<b>WESTCARE MANAGEMENT, INC.</b>
Appropriation Unit:	<b>2561-04</b>	Address:	<b>3155 RIVER RD S STE 100</b>
Is budget authority available?:	<b>Yes</b>	City/State/Zip:	<b>SALEM, OR 97302-9819</b>
If "No" please explain:	Not Applicable		
		Contact/Phone:	<b>503/362-5235</b>
		Vendor No.:	<b>T27007546</b>
		NV Business ID:	<b>NV20101384894</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>65.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>35.00 % Private/County</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **06/01/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**3. Termination Date: **05/31/2020**Contract term: **4 years**4. Type of contract: **Contract**Contract description: **Medicaid/Medicare**

5. Purpose of contract:

**This is a new contract to provide ongoing Medicare and Medicaid accounting, consulting and billing assistance to create the Medicaid and Medicare cost report each year.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$495,000.00**

Other basis for payment: Payment for services will be made at the rate of \$150 per hour for the preparation of Medicare and Medicaid cost reports and consulting and recommendation services; \$95 per hour for consulting on Medicare and Medicaid billing issues; and \$65 per hour for data entry support in the area of Medicare and Medicaid billing.

**II. JUSTIFICATION**

7. What conditions require that this work be done?

**NRS 449.490**

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

**State employees cannot complete this work due to the complexity of the Medicare and Medicaid rules in regards to the cost reports.**9. Were quotes or proposals solicited? **No**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**



b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Key Members of Westcare serve in a leadership capacity with the National Association of State Veterans Homes (NASVH), the only association specifically representing State Veterans Homes. In this capacity, Westcare has the unique ability to be informed about issues effecting the State Home Program and keep the Nevada State Veterans Homes informed of these issues and their impact on the Nevada State Home program. Westcare members also serve in various committees with the American Health Care Association so that upcoming national issues effecting nursing homes are known well in advance of implementation. Westcare is familiar with NSVH practices and has experience in Medicare/Medicaid cost reporting.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor has provided these services to NSVH for the past 8 years. All services have been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	agarland	03/23/2016 19:16:59 PM
Division Approval	agarland	03/23/2016 19:17:03 PM
Department Approval	agarland	03/23/2016 19:17:08 PM
Contract Manager Approval	agarland	03/23/2016 19:17:12 PM
Budget Analyst Approval	drey nol2	04/08/2016 09:38:01 AM
BOE Agenda Approval	nhovden	04/08/2016 12:06:22 PM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17045** Amendment Number: **1**  
 Agency Name: **NDE - DEPARTMENT OF EDUCATION** Legal Entity Name: **The One to One Institute**  
 Agency Code: **300** Contractor Name: **The One to One Institute**  
 Appropriation Unit: **2675-32** Address: **1980 North College Road**  
 Is budget authority available?: **Yes** City/State/Zip: **Mason, MI 48854**  
 If "No" please explain: **Not Applicable** Contact/Phone: **Leslie Wilson 517-978-0006**  
 Vendor No.: **T27037644**  
 NV Business ID: **NV20151485397**

To what State Fiscal Year(s) will the contract be charged? **2016-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	<b>100.00 %</b>	Fees	0.00 %
	Federal Funds	0.00 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **09/16/2015**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2017**

Contract term: **1 year and 288 days**

4. Type of contract: **Contract**

Contract description: **One to One Institute**

5. Purpose of contract:

**This is the first amendment to the original contract to provide mentoring services for the Nevada Ready 21 program. The services will include strategic planning for program rollout and implementation, development of a Request for Proposal (RFP) to solicit district applications, and develop administrator and teacher programs. This amendment increases the maximum amount from \$49,000 to \$110,000 to provide additional authority for services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$49,000.00	\$49,000.00	\$49,000.00	Yes - Info
2. Amount of current amendment (#1):	\$61,000.00	\$61,000.00	\$110,000.00	Yes - Action
3. New maximum contract amount:	\$110,000.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

As part of the approved Nevada state education budget for Fiscal Year 16 and Fiscal Year 17, funds were allocated to purchase program mentoring services from One-to-One Institute (OTO) for the Nevada Ready 21 (NR21) program. NR21 is a pilot one-to-one student computing program that was approved in Senate Bill 515.

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

Employees within the state have responsibilities that support the programs but certain tasks exceed their expertise. OTO has experience and deep content expertise on the one-to-one programs. OTO is the only organization in the country that offers assistance to states and large school districts in successful one-to-one program implementation.

9. Were quotes or proposals solicited? No  
Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Sole Source Contract (As Approved by Chief of Purchasing)**  
**Approval #: 150703**  
**Approval Date: 07/07/2015**

c. Why was this contractor chosen in preference to other?

OTO understands the unique nuances of the Nevada ed tech landscape and how those nuances affect the rollout of a pilot, large-scale, multi-year one-to-one program in Nevada Schools. OTO is the only organization in the country that offers assistance to states and large school districts in successful one-to-one program implementation. OTO bases their practices on their research findings from only large-scale, longitudinal study of successful one-to-one programs to be conducted on United States schools. OTO understands the many challenges associated with rolling out large-scale one-to-one programs. OTO facilitated the Nevada Ready 21 planning process that involved stakeholders from public, private, and non-profit sectors throughout Nevada. They also wrote a portion of our plan and became familiar with Nevada's unique educational technology landscape. As the only non-profit in the nation dedicated to the mission of one-to-one implementation, they conduct research on one-to-one and use their findings to assist other entities throughout the world in one-to-one implementation. The Nevada Department of Education conducted an internet search for other such entities and found none.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Non-profit Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?  
Yes

16. Not Applicable

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?  
Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	amccalla	03/31/2016 10:37:11 AM
Division Approval	amccalla	03/31/2016 10:37:13 AM
Department Approval	amccalla	03/31/2016 10:37:17 AM

Contract Manager Approval	ablackwe	03/31/2016 10:42:30 AM
Budget Analyst Approval	kperondi	04/12/2016 10:27:11 AM
BOE Agenda Approval	sbrown	04/14/2016 13:45:53 PM



<b>Purchasing Use Only:</b>	
Approval#:	150703

## SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM

**ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY**

<b>Agency Contact Information - Note: Approved copy will be sent to only the contact(s) listed below:</b>				
1a	State Agency:	Education		
	Contact Name and Title		Phone Number	Email Address
	Kimberly Vidoni		775.687.9131	kvidoni@doe.nv.gov

<b>Vendor Information:</b>				
1b	Identify Vendor:	The One-to-One Institute		
	Contact Name:	Leslie Wilson		
	Address:	1980 N. College Rd., Mason MI 48854		
	Telephone Number:	517.978.0006		
	Email Address:	lesliew@one-to-oneinstitute.org		

<b>Type of Waiver Requested – Check the appropriate type:</b>				
1c	Sole or Single Source:	<input checked="" type="checkbox"/>		
	Professional Service Exemption:	<input type="checkbox"/>		

<b>Contract Information:</b>				
1d	Is this a new Contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	Amendment:	#		
	CETS:	#		

<b>Term:</b>				
1e	One (1) Time Purchase:	<input type="checkbox"/>		
	Contract:	Start Date:	July 1, 2015	End Date: June 30, 2017

<b>Funding:</b>				
1f	State Appropriated:	Yes		
	Federal Funds:	<input type="checkbox"/>		
	Grant Funds:	<input type="checkbox"/>		
	Other (Explain):	<input type="checkbox"/>		

1g	<b>Total Estimated Value of this Service Contract, Amendment or Purchase:</b>
	\$110,000 Total = \$60,000 FY16 + \$50,000 FY17

<b>2</b>	<b>Provide a description of work/services to be performed or commodity/good to be purchased:</b>
----------	--

As part of the approved Nevada state education budget for FY16 & FY17, funds were allocated to purchase program mentoring services from the One-to-One Institute (OTO) for the Nevada Ready 21 (NR21) program. NR21 is a pilot one-to-one student computing program that was approved in SB515. One-to-one student computing provides students and teachers with 24/7 access to their own, individual electronic computing devices. Additionally, one-to-one programs offer extensive professional development to educators with a drive to instill 21<sup>st</sup> century learning objectives into their instruction.

OTO is the only organization in the country that offers assistance to states and large school district in successful one-to-one program implementation. OTO bases their practices on their research findings from the only large-scale, longitudinal study of successful one-to-one programs to be conducted on U.S. schools. OTO facilitated the NR21 planning process in 2014 and, as such, became familiar with the unique strengths and challenges of a one-to-one rollout in Nevada. In addition to providing assistance with NR21's program implementation, they are hiring the only person in the country to ever negotiate a vendor contract for a state-run, one-to-one program to assist Nevada with the contract negotiations. As such, the OTO team is uniquely qualified to offer their services to Nevada. Below is a description of these services.

- Work directly with Nevada Ready 21 Project Director, Project Manager, and NDE staff
- Strategic planning for program rollout and implementation
- Legislation writing process
- Develop an RFP to solicit district applications
- Review district applications
- Develop RFP to solicit applications for devices/PD/staff/services etc. from vendor(s)
- Develop administrator and teacher PD program
- Deliver customized consultancies for identified stakeholders (teachers, school administrators, parents, etc.)
- Assist with contract negotiation and management

**What are the unique features/qualifications required for this service or good that are not available from any other vendor:**

The vendor needs to understand the unique nuances of the Nevada ed tech landscape and how those nuances affect the roll-out of a pilot, large-scale, multi-year one-to-one program in Nevada schools. Additionally, the vendor must understand the many challenges associated with rolling out large-scale one-to-one programs. The One-to-One Institute facilitated our Nevada Ready 21 planning process that involved stakeholders from public, private, and non-profit sectors throughout Nevada. In so doing, they also wrote a portion of our plan and became familiar with Nevada's unique educational technology landscape. Furthermore, as the only non-profit in the nation dedicated to the mission of one-to-one implementation, they conduct research on one-to-one and use their findings to assist other entities throughout the world in one-to-one implementation. The Department conducted an internet search for other such entities and found none. Additionally, OTO has agreed to hire the only person in the world who has experience negotiating a state one-to-one vendor contract to assist with that portion of their contract. Furthermore, Washoe County School District contracted with OTO for one-to-one planning services and their solicitation process was waived because WCSD purchasing department realized that OTO is the only organization in the country to offer these services. Other large school districts across the country have waived solicitation to work with OTO including Dougherty County School System in Albany, GA as well as several school districts in San Diego County.

3

4	<b>Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source:</b>
	OTO is the only organization in the country that offers the services mentioned above. In addition, they agreed to hire the only person in the country who has experience negotiating a state one-to-one vendor contract to assist with that portion of their contract.

5	<b>Were alternative services or commodities evaluated? Check One.</b> Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
	a. <i>If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility.</i>
	There are no other organizations that are entirely dedicated to and specifically target these services.
	b. <i>If not, why were alternatives not evaluated?</i>

6	<b>Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of ALL previous waivers must accompany this request.</b>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	No: <input type="checkbox"/>
	a. <i>If yes, starting with the most recent contract and working backward, for the entire relationship with this vendor, or any other vendor for this service or commodity, please provide the following information:</i>			
	<i>Term</i>	<i>Value</i>	<i>Short Description</i>	<i>Type of Procurement (RFP, RFQ, Waiver)</i>
	<i>Start and End Dates</i>			
		\$		
		\$		
		\$		

7	<b>What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?</b>
	If we are denied, our timeline will be held up and the project will not meet its mandated schedule. If we go out to bid, only one entity will bid on it because there is only one entity in the country that offers these services. Furthermore, if another entity did exist, it would not have the background and experience of working in Nevada that makes OTO uniquely suited for the job.

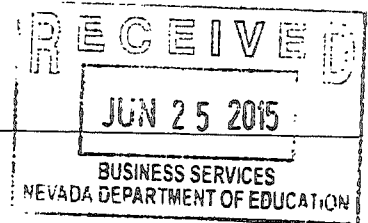
8	<b>What efforts were made or conducted to substantiate there is no competition for the service or good and to ensure the price for this purchase is fair and reasonable?</b>
---	--

An internet search revealed that there are no other organizations that offer these services. And since OTO is hiring the only person who has negotiated a state, one-to-one vendor contract, they effectively eliminated any potential competition. In determining the price, the Department asked one Nevada school district, Washoe County School District, that has worked with OTO what they pay for these types of services and the approved amount was determined.

9	<b>Will this purchase obligate the State to this vendor for future purchases? Check One.</b>	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	a. <i>If yes, please provide details regarding future obligations or needs.</i>				
This contract will obligate the state to pay for services described above in the amount of \$60,000 in FY16 and \$50,000 in FY17.					



By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct.



[Signature]  
Agency Representative Initiating Request

Kimberly Vidoni  
Print Name of Agency Representative Initiating Request

June 23, 2015  
Date

[Signature]  
Signature of Agency Head Authorizing Request

6/25/15

Dale Erquiaga  
Print Name of Agency Head Authorizing Request

June 23, 2015  
Date

PLEASE NOTE: In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the information you provided. This signature does not exempt your agency from any other processes that may be required.

\_\_\_\_\_  
Name of agency or entity who provided information or review:

\_\_\_\_\_  
Representative Providing Review

\_\_\_\_\_  
Print Name of Representative Providing Review

\_\_\_\_\_  
Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b)(c), NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:

[Signature]  
Administrator, Purchasing Division or Designee

7-7-15  
Date

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>13408</b>	Amendment Number: <b>2</b>
Agency Name: <b>DEPARTMENT OF EDUCATION</b>	Legal Entity Name: <b>ALEXANDER &amp; ASSOCIATES, INC.</b>
Agency Code: <b>300</b>	Contractor Name: <b>ALEXANDER &amp; ASSOCIATES, INC.</b>
Appropriation Unit: <b>2715-14</b>	Address: <b>845 W ROBINSON ST</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>CARSON CITY, NV 89703</b>
If "No" please explain: Not Applicable	Contact/Phone: Ann Alexander 775/841-5250
	Vendor No.: T27018593
	NV Business ID: NV20001428414

To what State Fiscal Year(s) will the contract be charged? **2012-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>100.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **06/05/2012**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **8 years and 27 days**

4. Type of contract: **Contract**

Contract description: **Legal and Data**

5. Purpose of contract:

**This is the second amendment to the original contract that provides for a Special Education Legal and Data System Analyst to develop, review, revise and submit Nevada's special education State Performance Plan and Annual Performance Report as per the Individuals with Disabilities Act which supports positive outcomes for students with disabilities. This amendment extends the termination date from June 30, 2016 to June 30, 2020 and increases the maximum amount from \$614,400 to \$1,228,800 due to the continued need for these services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$307,200.00	\$307,200.00	\$307,200.00	Yes - Action
a. Amendment 1:	\$307,200.00	\$307,200.00	\$307,200.00	Yes - Action
2. Amount of current amendment (#2):	\$614,400.00	\$614,400.00	\$614,400.00	Yes - Action
3. New maximum contract amount:	\$1,228,800.00			
and/or the termination date of the original contract has changed to:	06/30/2020			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Federal law requires the development and implementation of monitoring and enforcement systems to evaluate school district implementation and the development and submission of the State Performance Plans and Annual Performance Reports to report the state's status in the implementation of the individuals with Disabilities Education Act.

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

This scope of work and the qualifications requires specialized expertise that cannot be met within the agency or another state agency.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

There were no other potential vendors with similar qualifications and experience.

d. Last bid date: Anticipated re-bid date: 03/03/2020

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

1986-1990 Nevada Department of Human Resources, Early Intervention Services  
2007-2016 Nevada Department of Education, quality of service has been verified as satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	amccalla	04/14/2016 11:35:51 AM
Division Approval	amccalla	04/14/2016 11:35:53 AM
Department Approval	amccalla	04/14/2016 11:35:55 AM
Contract Manager Approval	ablackwe	04/14/2016 11:41:19 AM
Budget Analyst Approval	sbrown	04/14/2016 14:25:28 PM
BOE Agenda Approval	sbrown	04/14/2016 14:25:32 PM



<b>Purchasing Use Only:</b>	
Approval #:	128

## CONTRACT EXTENSION JUSTIFICATION AND REQUEST FORM

*ALL FIELDS ARE REQUIRED - INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY*

<b>1</b>	<b>Agency Contact Information – Note: Copy(s) will be sent to only the contact(s) listed below:</b>			
	State Agency:	Nevada Department of Education		
	Contact Name(s) and Titles:	Marva Cleven, Director, Office of Special Education		
	Telephone Number(s):	775-687-9146		
	Email Address(s):	mcleven@doe.nv.gov		
<b>2</b>	<b>Contractor Information:</b>			
	Contractor:	Alexander and Associates		
	Contact Name:	Ann Alexander		
	Address:	845 W Robinson Street		
	Phone Number:	775-841-5250		
	Email Address:	amtm@aol.com		
<b>3</b>	<b>Ongoing relationship disclosure – List all previous contract information:</b>			
	Procurement method:	Solicitation Waivers		
	CETS #:	CONV4943 / CONV5962		
	Contract “not to exceed amount”:	\$449,040.00 / \$223,200.00		
	Contract term:	Start date: mm/dd/yy	10/09/07 / 11/10/08	End date: mm/dd/yy
<b>4</b>	<b>Procurement method used to award the current contract:</b>			
	RFP, solicitation # if applicable:	RFP2012-53		
	Quote, solicitation # if applicable:			
	Waiver, provide number:			
	Other:			
<b>5</b>	<b>Current contract information:</b>			
	CETS #:	13408		
	Initial contract “not to exceed amount”:	\$307,200.00		
	Contract term:	Start date: mm/dd/yy	7/1/12	End date: mm/dd/yy

Amendment information – List all previously approved amendments:				
Amd #:	Brief synopsis of what amendment accomplished:	Change in “not to exceed” amount:	Change in end date: mm/dd/yy	
6	1	Special Education Legal and Data Systems Analyses	\$614,400.00	6/30/16

Proposed amendment information:				
Amd #:	Brief synopsis of what the requested amendment will accomplish	Change in “not to exceed” amount:	Change in end date: mm/dd/yy	
7	2	Special Education Legal and Data Systems Analyses	\$1,228,800.00	6/30/20

8 **What is the justification to extend the contract term beyond the State’s four (4) year re-solicitation policy (SAM 0338):**  
 We are not aware of any vendors that are located in Nevada that hold the qualifications and experience that Ann Alexander and Associates hold and this was the only qualified vendor that responded to our RFP in 2012. Ann Alexander and Associates has reviewed and analyzed data for federal reporting purposes for many years. She is key in verification and validation of special education data, attends and presents at national and state conferences on special education data, and works on special education compliance monitoring. All of this coupled with the fact that she has built and maintained key relationships with district, state, and federal special education staff makes it imperative that we continue with Ann Alexander and Associates as our contractor in this very specific and important work.

9 **What are the potential consequences to the State if the contract extension request is denied?**  
 As we are very limited with internal staffing in the Office of Special Education, we would not be able to meet the federal mandates regarding the data analysis and reporting required under the Individuals with Disabilities Act (Annual Performance Report – 17 Specific Indicators) to the Office of Special Education Programs at the federal level jeopardizing major funding received by the State for students with disabilities in Nevada. Through IDEA, Nevada receives approximately \$73,000,000.00 in funding. We would be unable to adhere to the general supervision mandates of IDEA through the monitoring activities and fiscal reporting without the support of this contractor.

By signing below, I know and understand the proposed contract extension exceeds the State’s policy pursuant to SAM Section 0338 that contracts be solicited at least every four (4) years, and attest that all statements are true and correct.

*Marva Cleven*

Signature of Agency Representative Initiating Request

Marva Cleven

Print Name of Agency Representative Initiating Request

2/2/16

Date

*Janie Rove*

Signature of Agency Head Authorizing Request

Janie Lowe

2-3-16

Print Name of Agency Head Authorizing Request

Date

Please consider this memo as my support of your request to extend the identified contract beyond the current State policy period. This exemption is granted pursuant to NRS 333.135 and SAM 0338 and may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines the decision was based on incorrect or inaccurate facts. Pursuant to NRS 333.700(7), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:



Administrator, Purchasing Division or Designee

2/19/16

Date

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **14205** Amendment Number: **1**

Agency Name: **NEVADA STATE LIBRARY AND ARCHIVES** Legal Entity Name: **Futterman and Associates, Inc.**

Agency Code: **332** Contractor Name: **Futterman and Associates, Inc.**

Appropriation Unit: **2891-12** Address: **dba CIVICTechnologies**  
**17700 Karen Drive**

Is budget authority available?: **Yes** City/State/Zip: **Encino, CA 91316-3707**

If "No" please explain: **Not Applicable** Contact/Phone: **Marc Futterman 818-881-2400**

Vendor No.: **T27032419**

NV Business ID: **NV20131221976**

To what State Fiscal Year(s) will the contract be charged? **2013-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>100.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **05/14/2013**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved **05/31/2017**

Termination Date:

Contract term: **4 years and 48 days**

4. Type of contract: **Contract**

Contract description: **Market Research**

5. Purpose of contract:

**This is the first amendment to the original contract which provides identification of unserved and underserved populations within the state and provides libraries the information they need to improve customer service among library users. This amendment extends the termination date from May 31, 2017 to June 30, 2017 and increases the maximum amount from \$215,750 to \$445,430 due to the development of an enhanced library data portal and the addition of the Las Vegas-Clark County Library District subscription.**

**6. CONTRACT AMENDMENT**

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$215,750.00	\$215,750.00	\$215,750.00	Yes - Action
2. Amount of current amendment (#1):	\$229,680.00	\$229,680.00	\$229,680.00	Yes - Action
3. New maximum contract amount:	\$445,430.00			
and/or the termination date of the original contract has changed to:	06/30/2017			

**II. JUSTIFICATION**

7. What conditions require that this work be done?

The information provided will give the State Library and Archives a tool to carry out its responsibilities identified in NRS 378.081 which will not only benefit the library community, but also to agencies of the state, political subdivisions, planning groups and other agencies and organizations in planning and providing service to the citizens of Nevada at the local and statewide levels.

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

State employees do not have the expertise nor the software to do this kind of work.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Sole Source Contract (As Approved by Chief of Purchasing)**

**Approval #: 130101**

**Approval Date: 01/08/2013**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csweeney	03/28/2016 08:33:15 AM
Division Approval	csweeney	03/28/2016 08:33:18 AM
Department Approval	csweeney	03/28/2016 08:33:21 AM
Contract Manager Approval	csweeney	03/28/2016 08:33:26 AM
Budget Analyst Approval	hfield	04/06/2016 15:27:04 PM





State of Nevada  
 Department of Administration  
 Purchasing Division  
 515 E. Musser Street, Suite 300  
 Carson City, NV 89701



Brian Sandoval  
 Governor  
 Patrick Cates  
 Director  
 Jeffrey Haag  
 Administrator

<b>Purchasing Use Only:</b>	
Approval#:	130101A

**SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM**

*ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY*

<b>1a</b>	<b>Agency Contact Information - Note: Approved copy will be sent to only the contact(s) listed below:</b>			
	State Agency:	Nevada State Library, Archives and Public Records		
		<i>Contact Name and Title</i>	<i>Phone Number</i>	<i>Email Address</i>
		Jeffrey Kintop, Acting Administrator	775-684-3410	jkintop@admin.nv.gov
		Karen Starr, Assistant Administrator	775-684-3324	kstarr@admin.nv.gov
	Carol Sweeney, Program Officer II	775-684-0243	csweeney@admin.nv.gov	

<b>Vendor Information:</b>		
<b>1b</b>	Identify Vendor:	Futterman and Associates dba CIVICTechnologies
	Contact Name:	Marc Futterman
	Address:	17700 Karen Drive, Encino, CA 91316-3707
	Telephone Number:	818-881-2400; Toll Free: 888-606-7600
	Email Address:	support@civicttechnologies.com

<b>1c</b>		<b>Type of Waiver Requested – Check the appropriate type:</b>
Sole or Single Source:		<input checked="" type="checkbox"/>
Professional Service Exemption:		<input type="checkbox"/>

<b>Contract Information:</b>				
<b>1d</b>	Is this a new Contract?	Yes	No	<input checked="" type="checkbox"/>
	Amendment:	#1		
	CETS:	#14205		

<b>1e</b>					<b>Term:</b>
One (1) Time Purchase:					
Contract:	Start Date:	05/14/13	End Date:	06/30/2017	

<b>1f</b>		<b>Funding:</b>
State Appropriated:		<input type="checkbox"/>
Federal Funds:		<input checked="" type="checkbox"/>
Grant Funds:		<input type="checkbox"/>
Other (Explain):		<input type="checkbox"/>

<b>1g</b>	<b>Total Estimated Value of this Service Contract, Amendment or Purchase:</b>
	\$445,439 (Original Contract: \$215,750 + Amendment #1: 229,680)

2	<p><b>Provide a description of work/services to be performed or commodity/good to be purchased:</b></p> <p>CIVICTechnologies, Inc. will geocode existing library cardholders and provide maps of current library user and non-user populations for all public library jurisdictions in the state, using their CommunityConnect software. They will utilize market segmentation databases, as well as local Nevada integrated library application system databases to map market segments in the local library member service areas. They, along with local library personnel will identify the issues of highest interest and concern for further data gathering and analysis. Local library staff members will be trained on how to utilize available tools and data to determine who and who they are not serving, and the library service needs of Nevada residents. With improved user data and current information on interests and behaviors of residents in the library service area, staff of each of Nevada's local library jurisdictions will be able to more effectively use their funding to tailor collection development, programs, and communications for and with the citizens of Nevada. This project will cover 21 public library service areas (population totaling 2,843,301) in the 17 counties in Nevada. Amendment 1 builds upon the existing CommunityConnect software investment by integrating three existing data sets into CommunityConnect and developing end-user applications for each data set.</p>
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3	<p><b>What are the unique features/qualifications required for this service or good that are not available from any other vendor:</b></p> <p>This purchase provides a unique opportunity to identify un-served or underserved populations within the state and to provide libraries the information they need to improve customer service among library users. Libraries will be able to tailor their services to match detailed information about customer preferences. CommunityConnect is a software-as-a-service application that uses data and maps to specifically find new customers, increase services, target literacy resources, compare service areas, undertake market research, and understand market segment preferences and characteristics. CommunityConnect combines (1) national market segmentation data (Tapestry by Esri) and (2) demographic data with (3) geographic information systems (GIS) mapping technology and (4) integrated library system (ILS) data to assist library staff understand patrons, neighborhoods and service areas, and community conditions that impact library service strategies related to collections, programs, technology, facilities, marketing, and outreach. CommunityConnect integrates all sources into one seamless analysis producing products that all users are able to immediately utilize. The amendment adds to the scope to develop an enhanced library data portal including additional data such as broadband and adds the Las Vegas-Clark County Library District subscription.</p>
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4	<p><b>Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source:</b></p> <p>In order to have a complete picture for the entire state, it is imperative that information obtained is in the same format and content element as the Las Vegas Clark County Library District information. The information provided will give the State Library and Archives a tool to carry out its responsibilities identified in NRS 378.081 which will not only be of benefit to the library community, but also to agencies of the State, political subdivisions, planning groups and other agencies and organizations in planning and providing service to the citizens of Nevada at the local and statewide levels.</p>
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5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Were alternative services or commodities evaluated? Check One.</b></td> <td style="width: 10%; text-align: center;">Yes:</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 10%; text-align: center;">No:</td> <td style="width: 10%;"></td> </tr> </table> <p>a. <i>If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility.</i></p> <p>The closest types of service to CommunityConnect are consulting services, not a software-as-service application. Two contacts were made with library systems currently implementing the product including the King County Library System in Issaquah, Washington, and the Denver Public Library. In a conversation with Bill Ptacek, Director of the King County Library System, they found that they were only able to gather independent clusters of data from the county demographer, the Census Bureau, and their local library system. Based on the research by both the King County Library System and the Denver Public Library, analyzing and mapping these independent clusters of information would require additional consulting services. They found only one other system, Orange Boy, which does not provide the unique analysis feature of CommunityConnect. The CommunityConnect product pulls all the data from multiple sources (national market segmentation data (Tapestry by Esri), demographic data including Census, geographic information systems (GIS) mapping</p>	<b>Were alternative services or commodities evaluated? Check One.</b>	Yes:	<input checked="" type="checkbox"/>	No:	
<b>Were alternative services or commodities evaluated? Check One.</b>	Yes:	<input checked="" type="checkbox"/>	No:			

technology and ILS data) and the software does the analysis, not additional library staff members or consultants. The software documents and compares all changes in the data. The CommunityConnect product allowed all 1,200 King County Library staff to run their own reports without dependence on outside consultants. Market segmentation data is expensive and was not easily available for the libraries. It is about consumer behavior, not demographics. It is one of the most fundamental strategic marketing concepts: grouping people (with the willingness, purchasing power, and the authority to buy) according to their similarity in several dimensions related to a product under consideration. The better the segments chosen for targeting by a particular organization, the more successful the organization. The objectives are accurately predicting the needs of customers and improve the profitability and delivery of services, in this case library services. A conversation with Shirley Amore, City Librarian, Denver Public Library, reiterated the uniqueness of the CommunityConnect product in utilizing market segmentation data which they would otherwise have to be purchased separately and it would not be tied to their integrated library system and its patron circulation data.

b. *If not, why were alternatives not evaluated?*

<b>Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of ALL previous waivers MUST accompany this request.</b>				Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
a. <i>If yes, starting with the most recent contract and working backward, for the entire relationship with this vendor, or any other vendor for this service or commodity, please provide the following information:</i>							
6	<i>Term Start and End Dates</i>		<i>Value</i>	<i>Short Description</i>	<i>Type of Procurement (RFP, RFQ, Waiver #)</i>		
	05/14/13	05/31/17	\$215,750	Market research	Waiver #130101		
			\$				
			\$				
			\$				

7 **What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?**  
*If this waiver request is denied, there will not be an accurate, uniform picture of all the local library jurisdictions throughout the State of Nevada. If this waiver for the Amendment is denied, the enhancements cannot be put into place.*

8 **What efforts were made or conducted to substantiate there is no competition for the service or good and to ensure the price for this purchase is fair and reasonable?**  
 The same level of analysis provided by the CommunityConnect product would require the use of separate individual consulting and product services to develop and/or take data from (1) the US Census Bureau, (2) local statisticians and demographers, (3) the state demographer, (4) GIS systems, (5) local library information systems, as well as (6) the purchase of separate business database information about market segmentation. Analyzing these disparate resources using multiple products and generating an easily accessible service usable by all library staff in all public library jurisdictions in the state would incur an additional layered-on cost to the cost of the individual products and services. CommunityConnect combines all resources and services in one product.

9	Will this purchase obligate the State to this vendor for future purchases? Check One.	Yes:		No:	
	a. If yes, please provide details regarding future obligations or needs.				
No.					

By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct.

*Carol Sweeney*  
 \_\_\_\_\_  
 Agency Representative Initiating Request

Carol Sweeney

*3/16/16*

Print Name of Agency Representative Initiating Request

Date

*Jeffrey Kintop*  
 \_\_\_\_\_  
 Signature of Agency Head Authorizing Request

Jeffrey Kintop

*3-16-16*

*JEFFREY M. KINTOP*  
 \_\_\_\_\_  
 Print Name of Agency Head Authorizing Request

Date

PLEASE NOTE: In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the information you provided. **This signature does not exempt your agency from any other processes that may be required.**

\_\_\_\_\_  
 Name of agency or entity who provided information or review:

\_\_\_\_\_  
 Representative Providing Review

\_\_\_\_\_  
 Print Name of Representative Providing Review

Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b)(c), NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be

contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:

A handwritten signature in black ink, appearing to be 'AJG', written over a horizontal line.

Administrator, Purchasing Division or Designee

3.18.2016

Date

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **15814** Amendment Number: **2**  
 Agency Name: **DHHS - HEALTH AND HUMAN SERVICES DIRECTOR'S OFFICE** Legal Entity Name: **PROBLEM GAMBLING SOLUTIONS**  
 Agency Code: **400** Contractor Name: **PROBLEM GAMBLING SOLUTIONS**  
 Appropriation Unit: **3200-19** Address: **1602 S.W. WESTWOOD DRIVE**  
 Is budget authority available?: **Yes** City/State/Zip: **PORTLAND, OR 97239**  
 If "No" please explain: **Not Applicable** Contact/Phone: **DR. JEFF MAROTTA 503-706-1197**  
 Vendor No.: **T27018160**  
 NV Business ID: **NV201605733**

To what State Fiscal Year(s) will the contract be charged? **2015-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % SLOT TAX</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2014**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Professional Service**

5. Purpose of contract:

**This is the second amendment to the original contract which provides technical assistance to grantees and assists the Grants Management Unit, Advisory Committee on Problem Gambling and their groups in the development of strategic planning for problem gambling services which includes multiple aspects of a comprehensive services system. This amendment extends the termination date from June 30, 2016 to June 30, 2018 and increases the maximum amount from \$82,000 to \$174,526 due to the continued need for these services.**

**6. CONTRACT AMENDMENT**

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$41,000.00	\$41,000.00	\$41,000.00	Yes - Info
a. Amendment 1:	\$41,000.00	\$41,000.00	\$82,000.00	Yes - Action
2. Amount of current amendment (#2):	\$92,526.00	\$92,526.00	\$92,526.00	Yes - Action
3. New maximum contract amount:	\$174,526.00			
and/or the termination date of the original contract has changed to:	06/30/2018			

**II. JUSTIFICATION**

7. What conditions require that this work be done?

The contractor led an effort in FY11 to develop a Strategic Treatment Plan and establish a fee-for-service payment system for grants supported by the Revolving Account for Problem Gambling. Both projects were implemented July 1, 2011, and have increased the overall cost-effectiveness of efforts to address problem gambling behaviors in Nevada. The contractor will continue to work closely with DHHS and grantees in FY15 to ensure that the plan and payment system are successfully integrated into program activities and that the plan objectives are rolled out as intended. In addition, the contractor will oversee the reintroduction and revision of the Prevention Strategic Plan that he was instrumental in developing in 2009. This plan was put on hold during Problem Gambling funding reductions from FY11 through FY13.

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

There are no state employees with the expertise necessary for this work.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This was the only vendor who was able to provide a response. The other vendors indicated their inability to provide a proposal or did not provide a response at all.

d. Last bid date: 04/21/2014 Anticipated re-bid date: 02/03/2015

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

This contractor currently has a contract with the Department of Health and Human Services Grants Management Unit and the work is satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sjohnso9	03/16/2016 12:32:32 PM
Division Approval	sjohnso9	03/16/2016 12:32:37 PM



Department Approval	ecrecli	03/18/2016 14:41:08 PM
Contract Manager Approval	sjohnso9	04/11/2016 12:41:17 PM
Budget Analyst Approval	nhovden	04/11/2016 12:43:08 PM
BOE Agenda Approval	nhovden	04/11/2016 12:43:21 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>15687</b>	Amendment Number: <b>1</b>
Agency Name: <b>DHHS - AGING AND DISABILITY SERVICES DIVISION</b>	Legal Entity Name: <b>SOUTHWEST AIR CONDITIONING SERVICE, INC.</b>
Agency Code: <b>402</b>	Contractor Name: <b>SOUTHWEST AIR CONDITIONING SERVICE, INC.</b>
Appropriation Unit: <b>3279-07</b>	Address: <b>3030 S VALLEY VIEW BLVD</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>LAS VEGAS, NV 89102</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702/876-5444</b>
	Vendor No.: <b>PUR0001434</b>
	NV Business ID: <b>NV19721003279</b>

To what State Fiscal Year(s) will the contract be charged? **2015-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	<b>48.30 %</b>	Fees	0.00 %
<input checked="" type="checkbox"/> Federal Funds	<b>51.70 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2014**

Anticipated BOE meeting date 04/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **3 years and 364 days**

4. Type of contract: **Contract**

Contract description: **Air Conditioning Srv**

5. Purpose of contract:

**This is the first amendment to the original contract which provides inspection and repair service for facility air conditioning systems. This amendment extends the termination date from June 30, 2016 to June 29, 2018 and increases the maximum amount from \$37,000 to \$74,000 due to the continued need for these services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$37,000.00	\$37,000.00	\$37,000.00	Yes - Info
2. Amount of current amendment (#1):	\$37,000.00	\$37,000.00	\$74,000.00	Yes - Action
3. New maximum contract amount:	\$74,000.00			
and/or the termination date of the original contract has changed to:	06/29/2018			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Per the Code of Federal Regulations Title 42, Chapter 483.70 Physical Environment - the facility must be designed, constructed, equipped and maintained to protect the health and safety of residents, personnel and the public.

Air Conditioning/Heating units must be operational at all times to maintain a safe, comfortable living environment for people who live on campus and to prevent costly breakdown of units.

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

State employees do not have the necessary tools or expertise to perform this work.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Southwest Air Conditioning Services, Inc. provided the lowest responsible bid.

d. Last bid date: 03/25/2014 Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

2010 - present. The quality of service is satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dhanse6	03/17/2016 16:23:18 PM
Division Approval	dbowma1	04/05/2016 12:01:36 PM
Department Approval	ecreceli	04/10/2016 10:27:12 AM
Contract Manager Approval	dhanse6	04/11/2016 12:34:24 PM
Budget Analyst Approval	nhovden	04/12/2016 16:26:25 PM
BOE Agenda Approval	nhovden	04/12/2016 16:26:30 PM

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **17598**

Agency Name: <b>DHHS - PUBLIC AND BEHAVIORAL HEALTH</b>	Legal Entity Name: <b>HUMBOLDT COUNTY</b>
Agency Code: <b>406</b>	Contractor Name: <b>HUMBOLDT COUNTY</b>
Appropriation Unit: <b>3224-00</b>	Address: <b>50 W WINNEMUCCA BLVD</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>WINNEMUCCA, NV 89445</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775-623-6300</b>
	Vendor No.: <b>T40139500</b>
	NV Business ID: <b>Governmental Entity</b>

To what State Fiscal Year(s) will the contract be charged? **2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X Other funding</b>	<b>100.00 % County Participation</b>

Agency Reference #: **C 15255**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2017**

Contract term: **364 days**

4. Type of contract: **Revenue Contract**

Contract description: **Family Services**

5. Purpose of contract:

**This is a new revenue interlocal agreement that continues ongoing services to promote individual and family health in the county utilizing the state's community health nurses. Services will include testing, screening and treatment of tuberculosis and sexually transmitted diseases as necessary.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$78,855.15**

Payment for services will be made at the rate of \$6,321.26 per month

**II. JUSTIFICATION**

7. What conditions require that this work be done?

The Nevada Division of Public and Behavioral Health, Clinical Services Program, receives funding from the county to provide direct preventative health care, as well as referrals for medical services, to county residents.

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

State employees are providing these services to the county.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

The state and counties provide services to each other on a continuous basis - satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	alaw1	03/18/2016 11:17:42 AM
Division Approval	alaw1	03/18/2016 11:17:45 AM
Department Approval	ecreceli	03/28/2016 11:45:16 AM
Contract Manager Approval	rmorse	03/30/2016 08:20:04 AM
Budget Analyst Approval	nhovden	04/01/2016 12:03:11 PM
BOE Agenda Approval	nhovden	04/01/2016 12:05:01 PM
BOE Final Approval	Pending	

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **13625** Amendment Number: **3**  
 Agency Name: **DIVISION OF CHILD AND FAMILY SERVICES** Legal Entity Name: **Greenscapes of Nevada, LLC**  
 Agency Code: **409** Contractor Name: **Greenscapes of Nevada, LLC**  
 Appropriation Unit: **3646-07** Address: **5965 N. Chieftain St.**  
 Is budget authority available?: **Yes** City/State/Zip: **Las Vegas, NV 89149**  
 If "No" please explain: **Not Applicable** Contact/Phone: **Bryan Vellinga 702-533-2428**  
 Vendor No.: **T27033446**  
 NV Business ID: **NV20131448439**

To what State Fiscal Year(s) will the contract be charged? **2013-2021**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	<b>23.00 %</b>	Fees	0.00 %
<input checked="" type="checkbox"/>	Federal Funds	<b>38.00 %</b>	Bonds	0.00 %
	Highway Funds	0.00 %	<input checked="" type="checkbox"/> Other funding	<b>39.00 % Rental Income</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **09/01/2012**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **08/31/2016**

Contract term: **8 years and 1 day**

4. Type of contract: **Contract**

Contract description: **Grounds Maintenance**

5. Purpose of contract:

**This is the third amendment to the original contract which provides grounds maintenance and landscaping services for six interior courtyards at Desert Willow Treatment Center. This amendment extends the termination date from August 31, 2016 to August 31, 2020 and increases the maximum amount from \$231,147 to \$462,294 due to the continued need for these services.**

**6. CONTRACT AMENDMENT**

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$172,800.00	\$172,800.00	\$172,800.00	Yes - Action
a. Amendment 1:	\$0.00	\$0.00	\$0.00	No
b. Amendment 2:	\$58,347.00	\$58,347.00	\$58,347.00	Yes - Action
2. Amount of current amendment (#3):	\$231,147.00	\$289,494.00	\$289,494.00	Yes - Action
3. New maximum contract amount:	\$462,294.00			
and/or the termination date of the original contract has changed to:	08/31/2020			

**II. JUSTIFICATION**

7. What conditions require that this work be done?

The agency shares approximately eight acres of State land with Southern Nevada Adult Mental Health Services at 6161 and 6171 West Charleston Blvd., Las Vegas, Nevada. This acreage contains a wide variety of plants, trees, and landscaping. This contract request is being made to maintain the beauty and safety of this acreage. Specifically, rodents and rabbits continue to cause damage with the surrounding landscaping. Additionally, courtyards at the Desert Willow Treatment Center and the landscaping surrounding 11 agency buildings are on constant need of repair.

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

No personnel with the expertise.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? Yes

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This contractor was selected as the best solution by the evaluation committee based on pre-determined evaluation criteria.

d. Last bid date: 05/16/2012 Anticipated re-bid date: 05/16/2020

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

They are the current vendor for the Division of Child and Family Services and Southern Nevada Adult Mental Health Services. Services have been verified as satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dkluever	03/24/2016 13:29:48 PM
Division Approval	dkluever	03/24/2016 13:29:53 PM
Department Approval	ecreceli	04/04/2016 15:12:32 PM
Contract Manager Approval	sknigge	04/05/2016 09:05:47 AM

Budget Analyst Approval  
BOE Agenda Approval

dreynol2  
nhovden

04/08/2016 11:10:35 AM  
04/08/2016 11:38:17 AM





<b>Purchasing Use Only:</b>	
Approval #:	129

## CONTRACT EXTENSION JUSTIFICATION AND REQUEST FORM

ALL FIELDS ARE REQUIRED - INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY

1	<b>Agency Contact Information – Note: Copy(s) will be sent to only the contact(s) listed below:</b>			
	State Agency:	Division of Child and Family Services		
	Contact Name(s) and Titles:	Rick Rassier ASO III		
	Telephone Number(s):	(702) 486-4335		
	Email Address(s):	rrassier@dcfs.nv.gov		

2	<b>Contractor Information:</b>			
	Contractor:	Greenscapes of Nevada, LLC		
	Contact Name:	Bryan Vellinga		
	Address:	5965 N. Chieftain St., LV, NV 89149		
	Phone Number:	(702) 533-2428		
	Email Address:	bryan@greenscapesnv.com		

3	<b>Ongoing relationship disclosure – List all previous contract information:</b>				
	Procurement method:	RFP			
	CETS #:	13625			
	Contract “not to exceed amount”:	\$231,147.00			
	Contract term:	Start date: mm/dd/yy	09/01/12	End date: mm/dd/yy	08/31/16

4	<b>Procurement method used to award the current contract:</b>			
	RFP, solicitation # if applicable:	1982		
	Quote, solicitation # if applicable:			
	Waiver, provide number:			
	Other:			

5	<b>Current contract information:</b>			
	CETS #:	13625		
	Initial contract “not to exceed amount”:	\$231,147.00		
	Contract term:	Start date: mm/dd/yy	09/01/12	End date: mm/dd/yy

<b>Amendment information – List all previously approved amendments:</b>				
<b>6</b>	<b>Amd #:</b>	<b>Brief synopsis of what amendment accomplished:</b>	<b>Change in “not to exceed” amount:</b>	<b>Change in end date: mm/dd/yy</b>
	1	Name & address change		n/a
	2	Increase consideration	\$231,147.00	n/a

<b>Proposed amendment information:</b>				
	<b>Amd #:</b>	<b>Brief synopsis of what the requested amendment will accomplish</b>	<b>Change in “not to exceed” amount:</b>	<b>Change in end date: mm/dd/yy</b>
7	3	The proposed amendment will extend the term of the contract and provide additional contract authority to the vendor enabling them to continue to provide services for landscaping needs.	\$462,294.00	08/31/20

<b>8</b>		<b>What is the justification to extend the contract term beyond the State’s four (4) year re-solicitation policy (SAM 0338):</b>
		Southern Nevada Child and Adolescent Services (SNCAS) and Southern Nevada Adult Mental Health (SNAMHS) are sharing approximately eight (8) acres of State land at 6161 and 6171 West Charleston Blvd., Las Vegas, Nevada. This past August, SNAMHS awarded their contract for landscaping to Greenscapes. On the West Charleston site, there are no clearly defined separations between the areas being maintained by SNAMHS versus SNCAS. Additionally, the water lines and the sprinkler systems are shared between the agencies. As both agencies have been utilizing the same vendor, the company has employed two full-time staff to provide routine maintenance and the ability to handle emergency repairs on the spot. This has significantly improved the response time and has saved the agency funding from unnecessary water losses from either the water lines or sprinkler system. The justification to extend the contract term is to take advantage of the economies of scale associated with having one vendor provide service to both agencies that share the same property. There would be no disputes over any property lines between different vendors and no further installations would be required for sprinkler systems.

<b>9</b>		<b>What are the potential consequences to the State if the contract extension request is denied?</b>
		If the contract extension is denied, the agency will put this contract out for RFP. If the existing contractor is not awarded the contract, both agencies would lose the benefits of dealing with a single company that manages all of the landscaping. This would likely mean the loss of having two full-time landscapers on the West Charleston site. It would also require spending additional funding on separate sprinkler systems.

By signing below, I know and understand the proposed contract extension exceeds the State’s policy pursuant to SAM Section 0338 that contracts be solicited at least every four (4) years, and attest that all statements are true and correct.



Signature of Agency Representative Initiating Request

*Rock Passler*

Print Name of Agency Representative Initiating Request

*2/11/16*

Date

*Priscilla Colegrove*

Signature of Agency Head Authorizing Request

*Priscilla Colegrove*

Print Name of Agency Head Authorizing Request

*2/16/16*

Date

Please consider this memo as my support of your request to extend the identified contract beyond the current State policy period. This exemption is granted pursuant to NRS 333.135 and SAM 0338 and may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines the decision was based on incorrect or inaccurate facts. Pursuant to NRS 333.700(7), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:

*Quinnella Sart*

Administrator, Purchasing Division or Designee

*2/24/16*

Date



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>14306</b>	Amendment Number: <b>2</b>	
	Legal Entity Name: <b>S.P. &amp; B. Utilities Services, Inc.</b>	
Agency Name: <b>DEPARTMENT OF CORRECTIONS</b>	Contractor Name: <b>S.P. &amp; B. Utilities Services, Inc.</b>	
Agency Code: <b>440</b>	Address: <b>DBA SPB Utility Services, Inc.</b>	
Appropriation Unit: <b>3759-95</b>	<b>430 Stoker Ave Ste 207</b>	
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Reno, NV 89503</b>	
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Linda Peterson, Secretary Treasurer 775/329-7757</b>	
	Vendor No.: <b>T80794830</b>	
	NV Business ID: <b>NV19831010170</b>	

To what State Fiscal Year(s) will the contract be charged? **2014-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<b>X</b>	General Funds	100.00 %	Fees	0.00 %
	Federal Funds	0.00 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2013**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved **06/30/2017**

Termination Date:

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Professional Service**

5. Purpose of contract:

**This is the second amendment to the original contract which provides monitoring and management of water and waste water distribution systems at correctional facilities statewide in accordance with operational standards and guidelines mandated by the Nevada Division of Environmental Protection. This amendment increases the maximum amount from \$600,638 to \$626,403 due to an increase in services at Lovelock Correctional Center to remove biosolids from the sewage treatment pond and to perform the required associated tests.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$571,652.00	\$571,652.00	\$571,652.00	Yes - Action
a. Amendment 1:	\$28,986.00	\$28,986.00	\$28,986.00	Yes - Info
2. Amount of current amendment (#2):	\$25,765.00	\$25,765.00	\$54,751.00	Yes - Action
3. New maximum contract amount:	\$626,403.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

To preserve State property, and to ensure the health and safety of staff and inmates at these institutions and facilities is maintained.

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

Technical expertise and certification is required by Nevada Division of Environmental Protection to remove biosolids from the sewage treatment pond located at Lovelock Correctional Center sewage treatment plant. Employees for the Department of Corrections do not have the necessary qualifications or equipment to provide these services. No other State agency offers these services.

9. Were quotes or proposals solicited? Yes  
Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

SPB Utilities Services was the only respondent to the RFP 201317. Over 135 vendors were sent the RFP as well as advertising in the Las Vegas Review Journal, Reno Gazette Journal and posted to State Purchasing website.

d. Last bid date: 03/01/2013 Anticipated re-bid date: 03/01/2017

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

FY03 to current; Nevada Department of Corrections. Service has been verified as satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dbretche	03/10/2016 14:56:08 PM
Division Approval	dmartine	03/11/2016 13:31:59 PM
Department Approval	jborrowm	03/11/2016 17:03:30 PM
Contract Manager Approval	jhardy	03/24/2016 16:38:22 PM
Budget Analyst Approval	cmurph3	03/25/2016 14:40:27 PM
BOE Agenda Approval	pnicks	03/30/2016 12:58:43 PM

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**1. Contract Number: **17571**

Agency Name: <b>DEPARTMENT OF CORRECTIONS</b>	Legal Entity Name: Walton's, Inc., DBA Walton's Funeral & Cremations Chapel of the
Agency Code: <b>440</b>	Contractor Name: <b>Walton's, Inc., DBA Walton's Funeral &amp; Cremations Chapel of the</b>
Appropriation Unit: <b>3763-55</b>	Address: <b>Valley</b>
Is budget authority available?: <b>Yes</b>	<b>1281 N. Roop Street</b>
If "No" please explain: Not Applicable	City/State/Zip: <b>Carson City, NV 89706</b>
	Contact/Phone: Darren K. Hill 775/882-4965
	Vendor No.: T27014298
	NV Business ID: NV19611000538

To what State Fiscal Year(s) will the contract be charged? **2017-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X Other funding</b>	<b>100.00 % Inmate Welfare Account</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**3. Termination Date: **06/30/2020**Contract term: **4 years**4. Type of contract: **Contract**Contract description: **Offender Cremation**

5. Purpose of contract:

**This is a new contract that continues ongoing offender cremation services for correctional facilities located in the northern region of the State.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$84,000.00****II. JUSTIFICATION**

7. What conditions require that this work be done?

**Public health and Nevada Statutes require proper disposition of deceased individuals.**

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

**The department does not have the personnel expertise or equipment to perform this type of service. No other State agency offers this service.**9. Were quotes or proposals solicited? **Yes**Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**La Paloma Cremation & Funeral Services - Reno  
Walton, Inc.  
Fitzhenry's**b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Walton's, Inc. was the lowest bidder.

d. Last bid date: 02/02/2016 Anticipated re-bid date: 02/03/2020

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

FY08 to current with Nevada Department of Corrections. Services have been verified as satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dbec2	03/11/2016 09:59:36 AM
Division Approval	dmartine	03/11/2016 13:27:01 PM
Department Approval	jborrowm	03/11/2016 16:02:27 PM
Contract Manager Approval	jhardy	03/25/2016 10:12:47 AM
Budget Analyst Approval	cmurph3	03/28/2016 09:32:33 AM
BOE Agenda Approval	pnicks	03/30/2016 09:23:13 AM
BOE Final Approval	Pending	



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17618**

Agency Name: **PUBLIC UTILITIES COMMISSION**  
Agency Code: **580**  
Appropriation Unit: **3920 - All Categories**  
Is budget authority available?: **Yes**  
If "No" please explain: Not Applicable

Legal Entity Name: **Solix, Inc.**  
Contractor Name: **Solix, Inc.**  
Address: **30 Lanidex Plaza West**  
City/State/Zip: **Parsippany, NJ 07054**  
Contact/Phone: **Eric D. Seguin 973-581-7676**  
Vendor No.: **PUR0005590**  
NV Business ID: **NV20051804228**

To what State Fiscal Year(s) will the contract be charged? **2017-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Fees for services are paid directly from the Nevada Universal Service Fund.</b>

Agency Reference #: **RFP #3229**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2020**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Fiscal agent**

5. Purpose of contract:

**This is a new contract to provide ongoing fiscal agent services to administer the Nevada Universal Service Fund (NUSF) and perform administrative duties required by NAC 704.6804 through NAC 704.68056. The fiscal agent is responsible for collecting revenue from telecommunications service providers at a rate set by the Public Utilities Commission, and depositing these revenues in the NUSF as well as disbursing funds from the NUSF to certain eligible telecommunications providers.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$236,301.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**NRS 704.040 states that an independent administrator shall administer the Nevada Universal Service Fund (NUSF).**

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

**There is not enough personnel to do the task. NRS 704.040 states that an independent administrator shall administer the Nevada Universal Service Fund (NUSF).**

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **Yes**

a. List the names of vendors that were solicited to submit proposals (include at least three):

JP Morgan

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Pursuant to RFP #3229, and in accordance with NRS 333, the selected vendor was the highest scoring proposer as determined by an independently appointed evaluation committee.

d. Last bid date: 01/14/2016 Anticipated re-bid date: 01/02/2020

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Public Utilities Commission. The services were performed satisfactorily.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	kfrant1	04/07/2016 09:25:44 AM
Division Approval	kfrant1	04/07/2016 09:25:47 AM
Department Approval	bpotte1	04/08/2016 08:30:55 AM
Contract Manager Approval	kfrant1	04/08/2016 10:43:09 AM
Budget Analyst Approval	myoun3	04/08/2016 11:04:23 AM
BOE Agenda Approval	lfree1	04/11/2016 09:41:48 AM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17568**

Agency Name: **DEPARTMENT OF WILDLIFE**  
Agency Code: **702**  
Appropriation Unit: **4464-12**

Is budget authority available?: **Yes**  
If "No" please explain: Not Applicable

Legal Entity Name: **WILDLIFE CONSERVATION SOCIETY**  
Contractor Name: **WILDLIFE CONSERVATION SOCIETY**  
Address: **2300 SOUTHERN BLVD**  
City/State/Zip: **BRONX, NY 10460-1068**  
Contact/Phone: 406/522-9333  
Vendor No.: T27030408  
NV Business ID: NV20151017147

To what State Fiscal Year(s) will the contract be charged? **2016-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>25.00 %</b>	<b>Predator Fee</b>
<b>X</b> Federal Funds	<b>75.00 %</b>		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

Agency Reference #: 16-37

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **12/31/2016**

Contract term: **244 days**

4. Type of contract: **Contract**

Contract description: **Bear/Lion interactn**

5. Purpose of contract:

**This is a new contract to provide research on mountain lion and black bear foraging ecology in Nevada, including the capture of mountain lions and deploying GPS collars to determine kill site locations.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$95,000.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

To conduct research on black bears and mountain lions within the state.

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

The Department of Wildlife does not have the qualifications.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Purchasing website  
Las Vegas Journal  
RGJ  
Wildlife Conservation Society

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This vendor was the only respondent.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is NOT registered with the Nevada Secretary of State's Office as a:

Non-profit Corporation

Under NRS 80.015(1)m) (transacting business in interstate commerce), Wildlife Conservation Society is a Nonprofit Organization not doing business in Nevada. Therefore it is not subject to NRS 80.010 and 80.110. It has no facilities or personnel in Nevada and does not perform any work here.

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. Not Applicable

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

No b. If "NO", please explain.

Under NRS 80.015(1)m) (transacting business in interstate commerce), Wildlife Conservation Society is a Nonprofit Organization not doing business in Nevada. Therefore it is not subject to NRS 80.010 and 80.110. It has no facilities or personnel in Nevada and does not perform any work here.

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dwendell	03/09/2016 12:17:11 PM
Division Approval	Igleason	03/09/2016 12:20:30 PM
Department Approval	eobrien	03/11/2016 10:04:23 AM
Contract Manager Approval	dwendell	03/14/2016 08:23:15 AM
Budget Analyst Approval	hfield	03/23/2016 11:32:22 AM
BOE Agenda Approval	sbrown	03/23/2016 13:11:03 PM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17622**

Agency Name: **DEPARTMENT OF WILDLIFE**  
 Agency Code: **702**  
 Appropriation Unit: **4465-19**  
 Is budget authority available?: **Yes**  
 If "No" please explain: Not Applicable

Legal Entity Name: **Invasive Species Action Network**  
 Contractor Name: **Invasive Species Action Network**  
 Address: **215 East Lewis Street Ste. 202**  
 City/State/Zip: **Livingston, MT 59047**  
 Contact/Phone: **406-222-7270**  
 Vendor No.: **T32003475**  
 NV Business ID: **NV20161197033**

To what State Fiscal Year(s) will the contract be charged? **2016-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>40.00 % AIS Decal</b>
<b>X</b> Federal Funds	<b>60.00 %</b>		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

Agency Reference #: 16-51

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date 06/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **09/01/2017**

Contract term: **1 year and 92 days**

4. Type of contract: **Contract**

Contract description: **AIS Mgmt**

5. Purpose of contract:

**This is a new contract to provide for the development of a statewide Aquatic Invasive Species (AIS) management plan. The plan will describe monitoring, detection and prevention efforts to stop the introduction and spread of AIS.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$96,083.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The plan will describe monitoring and detection efforts, prevention efforts to stop the introduction and spread of Aquatic Invasive Species, and control efforts to reduce their impacts.

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

NDOW employees do not have the necessary resources.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Invasive Species Action Network  
Purchasing website  
Las Vegas Review  
Tetra Tech  
Reno Gazette Journal

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This is the only vendor who submitted a proposal.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is NOT registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

**Under NRS 80.015(1)m) (transacting business in interstate commerce), Invasive Species Action Network is a foreign corporation not doing business in Nevada. Therefore it is not subject to NRS 80.010 and 80.110. It has no facilities or personnel in Nevada and does not perform any work here.**

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

No b. If "No", is an exemption on file with the Nevada Secretary of State's Office?

No If "No", to a. AND b., please explain why the contractor does not have an SBL or an exemption.

**Invasive Species Action Network is not subject to the business license requirements of NRS Chapter 76 because it does not meet any of the criteria to be considered doing business in Nevada in NRS 76.1200(6). It is a foreign corporation headquartered in Montana. It has no facilities or personnel in Nevada.**

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

No b. If "NO", please explain.

**Under NRS 80.015(1) (transacting business in interstate commerce), Invasive Species Action Network is a foreign corporation not doing business in Nevada. Therefore it is not subject to NRS 80.010 and 80.110. It has no facilities or personnel in Nevada and does not perform any work here.**

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dwendell	03/29/2016 08:12:54 AM
Division Approval	lgleson	03/29/2016 15:44:37 PM
Department Approval	eobrien	03/31/2016 11:41:21 AM
Contract Manager Approval	dwendell	03/31/2016 13:07:35 PM
Budget Analyst Approval	hfield	04/07/2016 13:12:37 PM



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17646**

Agency Name: <b>DCNR - PARKS DIVISION</b>	Legal Entity Name: <b>TAHOE REGIONAL PLANNING AGENCY</b>
Agency Code: <b>704</b>	Contractor Name: <b>TAHOE REGIONAL PLANNING AGENCY</b>
Appropriation Unit: <b>4162-00</b>	Address: <b>PO BOX 5310</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>STATELINE, NV 89449-5310</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775/589-5222</b>
	Vendor No.: <b>T80989419</b>
	NV Business ID: <b>NA</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 %</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date: **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **05/06/2020**

Contract term: **4 years and 6 days**

4. Type of contract: **Revenue Contract**

Contract description: **Watercraft Inspectio**

5. Purpose of contract:

**This is a new revenue interlocal agreement to provide support to the Lake Tahoe boat inspection program.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$323,960.00**

Payment for services will be made at the rate of \$80,990.00 per year

#### II. JUSTIFICATION

7. What conditions require that this work be done?

TRPA requires the presence of aquatic invasive species boat inspectors at any open/operating Tahoe launch site.

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

State Parks does not have the manpower or funds required to staff Tahoe lunch sites for boat inspection activities.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?



d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

TRPA has had a contract with Nevada State Parks since 2009 with satisfactory performance.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	sdecrona	04/04/2016 13:48:28 PM
Division Approval	sdecrona	04/04/2016 13:48:31 PM
Department Approval	sdecrona	04/04/2016 13:48:33 PM
Contract Manager Approval	sdecrona	04/04/2016 13:56:47 PM
Budget Analyst Approval	sewart	04/12/2016 09:25:33 AM
BOE Agenda Approval	sewart	04/12/2016 09:25:41 AM
BOE Final Approval	Pending	

## **Attachment A: Scope of Work**

The intent of the Interlocal Contract between the Nevada Division of State Parks (NDSP) and the Tahoe Regional Planning Agency (TRPA) is to transfer funds from TRPA to NDSP to support personnel costs associated with the Lake Tahoe Watercraft Inspection Program at Lake Tahoe Nevada State Park.

The Lake Tahoe Watercraft Inspection Program was formed to prevent the introduction of aquatic invasive species in 2007 through implementation of the following sections to the TRPA Code of Ordinances (Code), Chapter 79.3:

*Watercraft Inspections: All watercraft, motorized and non-motorized, including but not limited to boats, personal watercraft, kayaks, canoes and rafts, shall be subject to an inspection prior to launching into the waters of the Lake Tahoe Region to detect the presence, and prevent the introduction, of aquatic Invasive Species. Inspections shall be conducted by the Tahoe Regional Planning Agency or its designee.*

and

*Boat Ramps and other Boat Launching Facilities, as defined by the Tahoe Regional Planning Agency Code of Ordinances, shall be closed to the launching of watercraft when a Tahoe Regional Planning Agency or other designated Aquatic Invasive Species inspector is not present, unless and until the Tahoe Regional Planning Agency designates alternative methods to ensure inspection of watercraft prior to launching.*

Prior to 2010, the Lake Tahoe Watercraft Inspection Program included inspections only at Launch Facilities, as defined in the TRPA Code. Beginning in 2011, inspections and decontamination of motorized watercraft moved to off-site locations throughout the Tahoe basin. This change has reduced the need for inspection personnel at Launch Facilities; however, seal inspector personnel will still be required at Launch Facilities to conduct check-ins and check-outs of sealed motorized watercraft and the inspection of non-motorized watercraft.

State of Nevada employees will be hired at the Park Aid job classification level, pay grade 20 (currently \$12.04/hour), to conduct watercraft inspection program activities, such as the check-in and check-out of motorized watercraft, inspection of non-motorized watercraft, data entry, and other associated inspection program activities as directed by NDSP or TRPA. Park Aides will be responsible for these activities during the summer season boat ramp hours. These activities are expected to take place from approximately 6am to 8pm, May 1 through September 30, at the Cave Rock and Sand Harbor duty stations within Lake Tahoe Nevada State Park. These times and dates may be amended by either NDSP or TRPA.

Through this Interlocal Contract, TRPA agrees to fund a maximum of \$80,990 annually for inspection program activities at both duty stations of Lake Tahoe Nevada State Park, which is estimated to account for six full-time employees with benefits, or approximately 4,928 man hours. Written requests for reimbursement must be submitted by NDSP in July for inspection program activities taking place in May and June and in

November for inspection program activities which take place in July, August, and September. Written requests for reimbursement will include an outline of payroll costs. Funds will be paid directly to NDSP within 30 days of receipt of the request for reimbursement. NDSP agrees to hire the aforementioned personnel, initially fund those positions, and manage/supervise their employment.

The reimbursement request will be for actual personnel costs incurred, not to exceed \$80,990 per year (or per season), with a total contract term amount not to exceed \$323,960 (4 years).

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **17614**

Agency Name: <b>DCNR - DIVISION OF WATER RESOURCES</b>	Legal Entity Name: <b>US Geological Survey</b>
Agency Code: <b>705</b>	Contractor Name: <b>US Geological Survey</b>
Appropriation Unit: <b>4157-10</b>	Address: <b>2730 Deer Run Rd.</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Carson City, NV 89701</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>C. Amanda Garcia 775 887-7600</b>
	Vendor No.: <b>T80838030</b>
	NV Business ID: <b>N/A</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X Other funding</b>	<b>100.00 % \$320,000 Pass-Through, B/A 4157; \$180,000 US Geological Survey</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **09/30/2018**

Contract term: **2 years and 152 days**

4. Type of contract: **Cooperative Agreement**

Contract description: **Carbonate Rock JFA**

5. Purpose of contract:

**This is a new contract to characterize hydraulic connectivity and bulk hydraulic properties of carbonate-rock and basin-fill aquifers in the vicinity of and down gradient from the Long Canyon Mine Project in Goshute Valley, Nevada.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$500,000.00**

Payment for services will be made at the rate of \$46,939.00 per quarter

**II. JUSTIFICATION**

7. What conditions require that this work be done?

NRS 533.368 (1) provides "If the State Engineer determines that a hydrologic study, an environmental study or any other study is necessary before the State Engineer makes a final determination on an application pursuant to NS 533.370 and the applicant, a governmental agency or other person has not conducted such a study or the required study is not available, the State Engineer shall advise the applicant of the need for the study and the type of study required." Water right applications have been filed that, if granted, may have significant impact on existing water rights. An improved hydraulic understanding of the area is necessary to evaluate potential effects of groundwater development on springs that provide water for irrigation and for use by the residents of Wendover, Utah.

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

The US Geological Survey has the scientists, equipment and expertise to provide the products and services.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

The US Geological Survey has the necessary equipment in place and experience in delivering the desired product, and the State Engineer is authorized to enter into agreements with the US Geological Survey under NRS 532.170.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

The Division has executed many agreements with the US Geological Survey that have resulted in many products widely used by governmental agencies and the public. The results have been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	rmayhall	03/25/2016 09:55:55 AM
Division Approval	rmayhall	03/25/2016 09:56:00 AM
Department Approval	abrook1	03/29/2016 08:51:01 AM
Contract Manager Approval	rmayhall	03/30/2016 06:54:24 AM
Budget Analyst Approval	sewart	04/05/2016 15:29:27 PM
BOE Agenda Approval	sewart	04/05/2016 15:29:38 PM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17546**

Agency Name: <b>DCNR - ENVIRONMENTAL PROTECTION</b>	Legal Entity Name: <b>RHITHRON ASSOCIATES, INC.</b>
Agency Code: <b>709</b>	Contractor Name: <b>RHITHRON ASSOCIATES, INC.</b>
Appropriation Unit: <b>3193-20</b>	Address: <b>33 FORT MISSOULA ROAD</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>MISSOULA, MT 59804-7203</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Wease Bollman 406/721-1977</b>
	Vendor No.: <b>T29016979</b>
	NV Business ID: <b>NV20101274370</b>

To what State Fiscal Year(s) will the contract be charged? **2017-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>100.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **DEP16-031**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2019**

Contract term: **2 years and 364 days**

4. Type of contract: **Contract**

Contract description: **Periphyton Samples**

5. Purpose of contract:

**This is a new contract to provide for the identification and enumeration of small river bottom animals and algae samples to assess the ecological integrity of Nevada's rivers and streams.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$50,850.00**

Other basis for payment: **Billing will be submitted quarterly, based on work completed**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The federal Clean Water Act (section 106) and State regulations require Nevada Division of Environmental Protection to periodically evaluate the health of Nevada's waters, and review associated water quality standards. This contract is needed in our near future efforts to evaluate physical and biological health the States waters and the review of the State surface water quality.

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

Analytical work requires a laboratory, taxonomy expertise and turnaround time that is not available within the state.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Rhithron Associates  
EcoAnalysts

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Contract is <\$25,000.00 per year. Rhithron Associates and EcoAnalysts were the only entities to respond to the request for quote. Rhithron Associates, Inc. submitted the lowest price.

d. Last bid date: 01/04/2016 Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

2002 to present, Nevada Division of Environmental Protection, Bureau of Water Quality Planning, service has been satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	randrews	03/08/2016 08:56:30 AM
Division Approval	ksertic	03/24/2016 15:43:47 PM
Department Approval	ksertic	03/24/2016 15:43:52 PM
Contract Manager Approval	ssimpso2	03/24/2016 15:45:41 PM
Budget Analyst Approval	hfield	03/29/2016 08:55:06 AM
BOE Agenda Approval	nhovden	03/29/2016 10:28:19 AM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17600**

Agency Name: <b>B&amp;I - TAXICAB AUTHORITY</b>	Legal Entity Name: <b>Taxi Research Partners LLC</b>
Agency Code: <b>750</b>	Contractor Name: <b>Taxi Research Partners LLC</b>
Appropriation Unit: <b>4130-04</b>	Address: <b>53 Ballypollard Road</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Larne , UK BT40 3JF</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Dr James M Cooper 202-407-9723</b>
	Vendor No.: <b>F00000348</b>
	NV Business ID: <b>NV20161103403</b>
To what State Fiscal Year(s) will the contract be charged?	<b>2016-2017</b>

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 %</b>	<b>Agency Fees</b>
Federal Funds	0.00 %		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

Agency Reference #: **#3232**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **05/31/2017**

Contract term: **1 year and 30 days**

4. Type of contract: **Contract**

Contract description: **Independent Analysis**

5. Purpose of contract:

**This is a new contract to provide independent industry-wide analysis which is consistent, reliable and defensible. This will also establish models for agency staff to use in future years to ensure valid annual analysis of medallion allocations and rates required by NRS 706.8824(6).**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$107,423.44**

Other basis for payment: **As invoiced by the Contractor and approved by the State.**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**NRS 706.8824.6 requires the Taxicab Authority to annually review medallion allocations and rates to determine if increases in either would support ensuring the safety, comfort, and convenience of the taxi riding public.**

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

**An external professional analysis will meet the need of a valid analysis, benefitting all stakeholders in a neutral manner, able to withstand scrutiny by all affected. In addition, our Agency does not have the resources (personnel and time), and experience to accomplish the goals necessitated by statute.**

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **Yes**



a. List the names of vendors that were solicited to submit proposals (include at least three):

Schaller Consulting  
Nelson/Nygaard Consulting Associates  
Taxi Research Partners LLC

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Pursuant to RFP #3232, and in accordance with NRS 333, the selected vendor was the highest scoring proposer as determined by an independently appointed evaluation committee.

d. Last bid date: 01/16/2016 Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	knielsen	03/21/2016 17:34:50 PM
Division Approval	knielsen	03/31/2016 15:12:20 PM
Department Approval	lfiguero	04/01/2016 13:52:19 PM
Contract Manager Approval	skuechle	04/01/2016 13:56:10 PM
Budget Analyst Approval	cschon1	04/11/2016 10:34:35 AM
BOE Agenda Approval	lfree1	04/11/2016 11:09:52 AM
BOE Final Approval	Pending	

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **10603** Amendment Number: **6**

Agency Name: **DEPT OF MOTOR VEHICLES** Legal Entity Name: **Xerox State and Local Solutions Inc**

Agency Code: **810** Contractor Name: **Xerox State and Local Solutions Inc**

Appropriation Unit: **4717-15** Address: **PO BOX 201322**

Is budget authority available?: **Yes** City/State/Zip: **DALLAS, TX 75320**

If "No" please explain: **Not Applicable** Contact/Phone: **Debbie Sheren 602-300-8886 602/252-8550**

Vendor No.: **PUR0003261B**

NV Business ID: **NV19911026030**

To what State Fiscal Year(s) will the contract be charged? **2010-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
<b>X Highway Funds</b>	<b>100.00 %</b>	Other funding	0.00 %

Agency Reference #: **ZA0433**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **10/13/2009**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **7 years and 262 days**

4. Type of contract: **Contract**

Contract description: **Licensing/Tax Admin**

5. Purpose of contract:

**This is the sixth amendment to the original contract which provides the standardized services and systems support for facilitating commercial vehicle licensing and tax administration. This amendment extends the termination date from June 30, 2016 to June 30, 2017 and increases the maximum amount from \$1,553,034.60 to \$1,774,088.04 to utilize the second of five single year renewal options.**

**6. CONTRACT AMENDMENT**

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$467,236.16	\$467,236.16	\$467,236.16	Yes - Action
a. Amendment 1:	\$407,350.32	\$407,350.32	\$407,350.32	Yes - Action
b. Amendment 2:	\$0.00	\$0.32	\$0.32	No
c. Amendment 3:	\$8,320.00	\$8,320.32	\$8,320.32	No
d. Amendment 4:	\$447,719.76	\$456,040.08	\$456,040.08	Yes - Action
e. Amendment 5:	\$222,408.36	\$222,408.44	\$222,408.44	Yes - Action
2. Amount of current amendment (#6):	\$221,053.44	\$221,053.88	\$221,053.88	Yes - Action
3. New maximum contract amount:	\$1,774,088.04			

## II. JUSTIFICATION

7. What conditions require that this work be done?

The DMV is a member of the International Fuel Tax Agreement (IFTA) as defined under NRS366.175 and the International Registration Plan (IRP) as defined under NRS 706.826; and such as required to collect registration and fuel taxes for 56 jurisdictions utilizing their fee schedules, tax rates, and credit policies.

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

These are unique tax and licensing computer systems in accordance with the IFTA and IRP mandates. It is cost and time prohibitive to design, program and maintain comparable systems with the existing data.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Sole Source Contract (As Approved by Chief of Purchasing)**

**Approval #: 090905**

**Approval Date: 09/14/2009**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

## III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Currently contracted with DMV since 1991. Service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level

User

Signature Date

Budget Account Approval	bvezina	04/05/2016 14:49:44 PM
Division Approval	bvezina	04/05/2016 14:49:47 PM
Department Approval	cmunoz	04/05/2016 14:53:17 PM
Contract Manager Approval	hazevedo	04/05/2016 14:54:40 PM
Budget Analyst Approval	pnicks	04/08/2016 13:21:54 PM
BOE Agenda Approval	pnicks	04/08/2016 13:21:59 PM



<b>Purchasing Use Only:</b>	
Approval #:	45

## CONTRACT EXTENSION JUSTIFICATION AND REQUEST FORM

**ALL FIELDS ARE REQUIRED - INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY**

1	<b>Agency Contact Information – Note: Copy(s) will be sent to only the contact(s) listed below:</b>		
	State Agency:	Department of Motor Vehicles	
	Contact Name(s) and Titles:	Heidi Azevedo, Contract Manager	
	Telephone Number(s):	775-684-4504	
	Email Address(s):	hazevedo@dmv.nv.gov	

2	<b>Contractor Information:</b>		
	Contractor:	Xerox State and Local Solutions, Inc. Successor in Interest to: Affiliated Computer Services Inc. (ACS) Successor in Interest to: Lockheed Martin IMS	
	Contact Name:	Jason Stein	
	Address:	101 North Avenue, Suite 2250	
	Phone Number:	602-412-2070 / 602-510-1028 (cell)	
	Email Address:	jason.stein@xerox.com	

3	<b>Ongoing relationship disclosure – List all previous contract information:</b>				
	Procurement method:	Sole Source			
	CETS #:	N/A			
	Contract “not to exceed amount”:	\$1,528,348.88			
	Contract term:	Start date:	04/15/1998	End date:	06/30/2002
*	Procurement method:	Sole Source			
	CETS #:	CONV556			
	Contract “not to exceed amount”:	\$2,625,666.00			
	Contract term:	Start date:	8/13/2002	End date:	06/30/2005
*	Procurement Method:	Sole Source			
	CETS #:	CONV1555			
	Contract “not to exceed amount”:	\$2,185,196.00			
	Contract term:	Start date:	06/14/2005	End date:	10/31/2009

<b>4</b>	<b>Procurement method used to award the current contract: Sole Source</b>	
	RFP, solicitation # if applicable:	
	Quote, solicitation # if applicable:	
	Waiver, provide number:	090905
Other:		

<b>5</b>	<b>Current contract information:</b>			
	CETS #:	10603		
	Initial contract "not to exceed amount":	\$467,236.16		
	Contract term:	Start date:	10/13/2009	End date:

<b>Amendment information – List all previously approved amendments:</b>				
Amd #:	Brief synopsis of what amendment accomplished:	Change in "not to exceed" amount:	Change in end date: mm/dd/yy	
6	1 <i>Vendor agreed to decrease their costs by 10% per the request of the Governor, and by doing so the contract was extended an additional 2 years at the reduced cost.</i>	\$874,586.48	06/30/2013	
	2 <i>Change the legal entity name from Affiliated Computer Services, Inc. (ACS) to Xerox State and Local Solutions, Inc.</i>	N/A	N/A	
	3 <i>A one-time cost to provide programming and software developments to improve the efficiency of the Motor Carrier Division operations as well as meet the specifications and requirements in accordance with the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP).</i>	\$882,906.48	N/A	
	4 <i>Utilizing the 2 year renewal option agreed upon by both parties in amendment #1.</i>	\$1,330,626.24	06/30/2015	

<b>Proposed amendment information:</b>				
Amd #:	Brief synopsis of what the requested amendment will accomplish	Change in "not to exceed" amount:	Change in end date: mm/dd/yy	
7	This amendment will modify the end date of the existing contract and allow the Department of Motor Vehicles (DMV), Motor Carrier Division to continue to conduct uninterrupted business. The Department is requesting an extension with five (5) single year	<i><u>New total:</u> \$2,912,274.69 Includes a 5% COLA increase each year.</i>	06/30/21	

	renewal options through June 30, 2021. Due to the extension, the “not to exceed amount” would have to be amended to correlate to the new 5 year extension. Even though the current contract amendment does not expire until June 30, 2015, we are requesting an amendment now due to the time it would take to conduct an RFP, if necessary.		
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	<p><b>What is the justification to extend the contract term beyond the State’s four (4) year re-solicitation policy (SAM 0338):</b></p> <p>DMV is in the process of submitting a Technology Investment Request (TIR) for a statewide system modernization for all DMV computer applications and software. If the TIR is approved by the Governor and the Legislature in the 2015 Legislative Session, DMV will proceed with modernization. In the best interest of the state, the Department is requesting a contract extension until June 30, 2021. The Department is committed to dedicating the necessary resources for a complete system modernization and hope to have Legislative approval as early as July 2015. The five (5) year extension request, with one year renewal options, should allow adequate time for the RFP process, business requirement identification, programming, user acceptance testing and any potential delays in vendor selection or vendor programming. The Department appreciates your understanding and consideration.</p> <p>Additionally, the current vendor, Xerox, supplies Tax System software for specialized services for Motor Carrier International Fuel Tax Agreement (IFTA) users. Nevada is a member of the International Fuel Tax Agreement (IFTA) wherein the state of Nevada and 58 states and Canadian Provinces collect and distribute the appropriate fuel user taxes for fuel users based in their jurisdictions. Tax amounts are determined on reported mileage traveled and fuel gallons purchased for each user. All new fuel tax users and financial information is loaded to a repository daily that must be available to law enforcement and other IFTA member jurisdictions; all fees collected for all member jurisdictions must be reconciled and loaded to the IFTA repository monthly by set due dates. As Nevada is responsible for the collection of not only Nevada fees and information but 58 other member jurisdictions, IFTA has outlined all compliance issues. Each jurisdiction is then audited through a peer review process. Any delays, whether due to programming or staff processing, are identified as compliance findings and could ultimately result in a loss of fuel tax revenue and support of our member jurisdictions. The current Tax System is utilized by the Motor Carrier Division staff to process the IFTA user fuel tax returns. This Tax System has been customized with Nevada’s unique business requirements. If a new vendor had to be selected, it would involve a long process to select a vendor, document business requirements, perform programming, conduct user acceptance testing and train staff on this new program. There is always the potential for delays when designing and programming software. Any delays could impact customer service and the collection of tax revenue. Therefore, it is imperative we maintain a functioning collection and distribution system for these taxes without interruption.</p>
8	

	<p><b>What are the potential consequences to the State if the contract extension request is denied?</b></p> <p>The consequences include but are not limited;</p>
9	<p>1) Impact to customer service while staff is learning new software program;</p> <p>2) Compliance issues; (Please refer to question #8 for more details)</p> <p>3) Loss of fuel tax revenue;</p>

4) Non-existent or limited internal IT resources to facilitate any internal programming changes needed for financial interfaces and/or other programming needs.

By signing below, I know and understand the proposed contract extension exceeds the State's policy pursuant to SAM Section 0338 that contracts be solicited at least every four (4) years, and attest that all statements are true and correct.

Signature of Agency Representative Initiating Request

*Heidi Azevedo*

Print Name of Agency Representative Initiating Request

*5/20/14*

Date

Signature of Agency Head Authorizing Request

*Troy L DILLARD*

Print Name of Agency Head Authorizing Request

*5-20-14*

Date

Please consider this memo as my support of your request to extend the identified contract beyond the current State policy period. This exemption is granted pursuant to NRS 333.135 and SAM 0338 and may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines the decision was based on incorrect or inaccurate facts. Pursuant to NRS 333.700(7), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:

*[Signature]*

Administrator, Purchasing Division or Designee

*5/22/14*

Date



**Xerox State & Local Solutions**

	Current Cost Per Month	Cost of Living (COLA) up to 5%	New Per Month Cost	Cost per Year Fiscal Year
FY14	<b>\$17,575.96</b>		\$17,575.96	\$210,911.52
FY15		\$878.80	\$18,454.76	\$221,457.10
FY16		\$922.74	\$19,377.50	\$232,529.95
FY17		\$968.87	\$20,346.37	\$244,156.45
FY18		\$1,017.32	\$21,363.69	\$256,364.27
FY19		\$1,068.18	\$22,431.87	\$269,182.48
FY20		\$1,121.59	\$23,553.47	\$282,641.61
FY21		\$1,177.67	\$24,731.14	\$296,773.69
<b>Additional Authority Amendment #5</b>				<b>\$1,581,648.45</b>
Amendment #4-Not to Exceed Amount				\$1,330,626.24
Amendment #5-New Maximum Contract Amount				<b>\$2,912,274.69</b>

**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **17648**

Agency Name:	<b>DETR - EMPLOYMENT SECURITY DIVISION</b>	Legal Entity Name:	<b>BANK OF AMERICA</b>
Agency Code:	<b>902</b>	Contractor Name:	<b>BANK OF AMERICA</b>
Appropriation Unit:	<b>4770-04</b>	Address:	<b>100 N Tryon Street</b>
Is budget authority available?:	<b>Yes</b>	City/State/Zip:	<b>Charlotte, NC 28255</b>
If "No" please explain:	Not Applicable		
To what State Fiscal Year(s) will the contract be charged?	<b>2016-2021</b>		
What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.			
General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % No cost to agency; Claimant Unemployment Insurance Trust Funds</b>

Agency Reference #: 2046-20-UISS / RFP #2094

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**  
Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **12/31/2020**  
Contract term: **4 years and 245 days**

4. Type of contract: **Contract**  
Contract description: **UI Debit Cards**

5. Purpose of contract:  
**This is a new contract to provide electronic distribution of benefits through debit cards. Contractor fees will be paid by program participants. Estimated total cost of the contract is \$6,000,000.**

6. NEW CONTRACT  
The maximum amount of the contract for the term of the contract is: **\$0.01**  
Other basis for payment: This is a no cost to the State contract as Contractor's fees will be paid by program participants.

**II. JUSTIFICATION**

7. What conditions require that this work be done?  
**Unemployment benefits are paid on debit cards, and the current contractor's contract expires on December 31, 2016.**

8. Explain why State employees in your agency or other State agencies are not able to do this work:  
**The State does not have the resources to perform these services.**

9. Were quotes or proposals solicited? **Yes**  
Was the solicitation (RFP) done by the Purchasing Division? **Yes**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Bank of America  
ACS State & Local Solutions  
Automatic Data Processing  
Xerox

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Pursuant to RFP #2094, and in accordance with NRS 333, the selected vendor was the highest scoring proposer as determined by an independently appointed evaluation committee.

d. Last bid date: 08/19/2015 Anticipated re-bid date: 06/30/2019

10. Does the contract contain any IT components? Yes

### III. OTHER INFORMATION

11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Bank of America has been under contract with the Treasurer's Office from 1982 thru 2012 and the quality of service was satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jbende2	04/11/2016 08:25:29 AM
Division Approval	jmcentee	04/11/2016 16:29:52 PM
Department Approval	jmcentee	04/11/2016 16:29:56 PM
Contract Manager Approval	kwynands	04/12/2016 11:18:54 AM
DoIT Approval	bbohm	04/12/2016 14:30:39 PM
Budget Analyst Approval	tgreenam	04/12/2016 14:38:13 PM
BOE Agenda Approval	sbrown	04/14/2016 08:54:01 AM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **11994** Amendment Number: **4**

Agency Name: **PUBLIC EMPLOYEES BENEFITS** Legal Entity Name: **HOMETOWN HEALTH PLAN, INC.**

Agency Code: **950** Contractor Name: **HOMETOWN HEALTH PLAN, INC.**

Appropriation Unit: **1338-08** Address: **HMO PREMIUM**

Is budget authority available?: **Yes** City/State/Zip: **RENO, NV 89502-2055**

If "No" please explain: Not Applicable Contact/Phone: **775/982-3181**

Vendor No.: **T27019413**

NV Business ID: **NV19871019956**

To what State Fiscal Year(s) will the contract be charged? **2012-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % State Subsidy 73% Premium Revenue 27%</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2011**

Anticipated BOE meeting date: **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **6 years and 1 day**

4. Type of contract: **Contract**

Contract description: **Northern NV HMO**

5. Purpose of contract:  
**This is the fourth amendment to the original contract which provides a health maintenance organization to participants in northern Nevada. This amendment extends the contract from June 30, 2016 to June 30, 2017 and increases the maximum amount from \$359,200,000 to \$402,200,000 due to a continued need for these services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$247,200,000.00	\$247,200,000.00	\$247,200,000.00	Yes - Action
a. Amendment 1:	\$0.00	\$0.00	\$0.00	No
b. Amendment 2:	\$25,000,000.00	\$25,000,000.00	\$25,000,000.00	Yes - Action
c. Amendment 3:	\$87,000,000.00	\$87,000,000.00	\$87,000,000.00	Yes - Action
2. Amount of current amendment (#4):	\$43,000,000.00	\$43,000,000.00	\$43,000,000.00	Yes - Action
3. New maximum contract amount:	\$402,200,000.00			
and/or the termination date of the original contract has changed to:	06/30/2017			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Access to medical care and services are provided as a benefit to active and retired plan participants.

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

State employees are not licensed to provide this service.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? Yes

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This vendor was chosen because of its ability to provide health care providers in all of the geographic locations required by PEBP in the RFP and because their pricing was reasonable.

d. Last bid date: 10/01/2010 Anticipated re-bid date: 10/01/2016

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Hometown Health is PEBP's current northern Nevada PPO network and PEBP's current northern Nevada HMO. PEBP and PEBP participants are satisfied with the services provided by Hometown Health.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	cglover	03/17/2016 13:18:46 PM
Division Approval	cglover	03/17/2016 13:18:52 PM
Department Approval	cglover	03/17/2016 13:18:56 PM
Contract Manager Approval	mstron1	03/17/2016 13:21:33 PM
Budget Analyst Approval	nhovden	04/04/2016 10:17:46 AM
BOE Agenda Approval	nhovden	04/04/2016 10:18:10 AM



<b>Purchasing Use Only:</b>	
<b>Approval #:</b>	136

## CONTRACT EXTENSION JUSTIFICATION AND REQUEST FORM

**ALL FIELDS ARE REQUIRED - INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY**

1	<b>Agency Contact Information – Note: Copy(s) will be sent to only the contact(s) listed below:</b>			
	State Agency:	Public Employees' Benefits Program		
	Contact Name(s) and Titles:	Megan Sloan, Management Analyst		
	Telephone Number(s):	775-684-7020		
	Email Address(s):	msloan@peb.state.nv.us		

2	<b>Contractor Information:</b>			
	Contractor:	Hometown Health Plans		
	Contact Name:	Ty Windfeldt		
	Address:	830 Harvard Way Reno, NV 89502		
	Phone Number:	775-982-3100		
	Email Address:	twinfeldt@hometownhealth.com		

3	<b>Ongoing relationship disclosure – List all previous contract information:</b>				
	Procurement method:	RFP #1897			
	CETS #:	11994			
	Contract "not to exceed amount":	\$			
	Contract term:	Start date: mm/dd/yy	07/01/2011	End date: mm/dd/yy	06/30/2016

4	<b>Procurement method used to award the current contract:</b>			
	RFP, solicitation # if applicable:	RFP #1897		
	Quote, solicitation # if applicable:			
	Waiver, provide number:			
	Other:			

5	<b>Current contract information:</b>			
	CETS #:	11994		
	Initial contract "not to exceed amount":	\$247,200,000		
	Contract term:	Start date: mm/dd/yy	07/01/2011	End date: mm/dd/yy

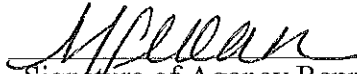
<b>Amendment information – List all previously approved amendments:</b>				
	<b>Amd #:</b>	<b>Brief synopsis of what amendment accomplished:</b>	<b>Change in “not to exceed” amount:</b>	<b>Change in end date: mm/dd/yy</b>
6	1	<i>Provide Performance Standards and Guarantees to the contract</i>	<i>None</i>	<i>None</i>
	2	<i>Increase contract authority due to accounting shortfall</i>	<i>+\$25,000,000</i>	<i>None</i>
	3	<i>Extend contract one year, increase contract maximum</i>	<i>+\$87,000,000</i>	<i>06/30/2016</i>

<b>Proposed amendment information:</b>				
	<b>Amd #:</b>	<b>Brief synopsis of what the requested amendment will accomplish</b>	<b>Change in “not to exceed” amount:</b>	<b>Change in end date: mm/dd/yy</b>
7	4	<i>Extend contract one year, increase contract maximum</i>	<i>+\$43,000,000</i>	<i>06/30/2017</i>

8	<b>What is the justification to extend the contract term beyond the State’s four (4) year re-solicitation policy (SAM 0338):</b>			
	<i>PEBP released an RFP for statewide HMO services in September 2015 in order to have a new vendor contracted by July 1, 2016. The PEBP Board requested a second level review which delayed the selection of a winning vendor. Once a winning vendor was selected, negotiations with that selected vendor were not successful and as a result PEBP had to cancel the RFP. PEBP requests to extend the current HMO contracts for one year while a new RFP is released.</i>			

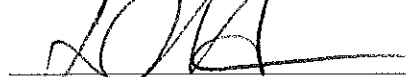
9	<b>What are the potential consequences to the State if the contract extension request is denied?</b>			
	<i>If this contract is not extended participants of the PEBP plans will not have the option of enrolling in an HMO next plan year.</i>			

By signing below, I know and understand the proposed contract extension exceeds the State’s policy pursuant to SAM Section 0338 that contracts be solicited at least every four (4) years, and attest that all statements are true and correct.

  
 \_\_\_\_\_  
 Signature of Agency Representative Initiating Request

*Megan Sloan*  
 \_\_\_\_\_  
 Print Name of Agency Representative Initiating Request

*3-29-16*  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Signature of Agency Head Authorizing Request

*Damon Haycock*  
 \_\_\_\_\_  
 Print Name of Agency Head Authorizing Request

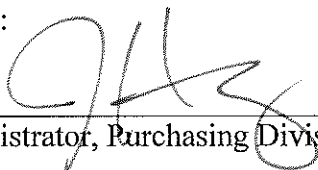
*3-29-16*  
 \_\_\_\_\_  
 Date

Please consider this memo as my support of your request to extend the identified contract beyond the current State policy period. This exemption is granted pursuant to NRS 333.135 and SAM 0338 and may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines the

decision was based on incorrect or inaccurate facts. Pursuant to NRS 333.700(7), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:



\_\_\_\_\_  
Administrator, Purchasing Division or Designee

3.31.2014

\_\_\_\_\_  
Date



**CONTRACT SUMMARY**

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

**I. DESCRIPTION OF CONTRACT**

1. Contract Number: **16507** Amendment Number: **2**  
 Agency Name: **SILVER STATE HEALTH INSURANCE EXCHANGE** Legal Entity Name: **Penna Powers**  
 Agency Code: **960** Contractor Name: **Penna Powers**  
 Appropriation Unit: **1400-04** Address: **2470 St. Rose Parkway, Suite 2**  
 Is budget authority available?: **Yes** City/State/Zip: **Henderson, NV 89704**  
 If "No" please explain: **Not Applicable** Contact/Phone: **CHUCK PENNA 702-901-7233**  
 Vendor No.: **T29027216**  
 NV Business ID: **NV20111035305**

To what State Fiscal Year(s) will the contract be charged? **2015-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>60.00 %</b>
<b>X</b> Federal Funds	<b>40.00 %</b>		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

Agency Reference #: **RFP # 3147**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **05/13/2015**  
 Anticipated BOE meeting date **05/2017**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **05/31/2017**

Contract term: **3 years and 19 days**

4. Type of contract: **Contract**

Contract description: **Marketing & Outreach**

5. Purpose of contract:

**This is the second amendment to the original contract which provides outreach and education efforts about health care to the uninsured. This amendment extends the termination date from May 31, 2017 to May 31, 2018 and increases the maximum amount from \$4,000,000 to \$7,000,000 due to the continued need for these services.**

**6. CONTRACT AMENDMENT**

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	Yes - Action
a. Amendment 1:	\$0.00	\$0.00	\$0.00	No
2. Amount of current amendment (#2):	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	Yes - Action
3. New maximum contract amount:	\$7,000,000.00			
and/or the termination date of the original contract has changed to:	05/31/2018			

**II. JUSTIFICATION**

7. What conditions require that this work be done?

Marketing and outreach is a key component to the success of the Exchange. A vast amount of research and planning is required to ensure that the marketing and outreach is provided to the appropriate target audience emphasizing the most relevant content.

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

The scope of this project is too large and time consuming for the work load of state employees to handle.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? Yes

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Pursuant to RFP #3147, and in accordance with NRS 333, the selected vendor was the highest scoring proposer as determined by an independently appointed evaluation committee.

d. Last bid date: 12/31/2014 Anticipated re-bid date: 12/31/2018

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

NDPS, NDOT &#65533; current contracts; services are satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	afrantz	04/08/2016 07:43:28 AM
Division Approval	afrantz	04/08/2016 07:43:31 AM
Department Approval	afrantz	04/08/2016 08:52:37 AM
Contract Manager Approval	afrantz	04/08/2016 08:54:07 AM
Budget Analyst Approval	nhovden	04/08/2016 09:26:54 AM
BOE Agenda Approval	nhovden	04/08/2016 09:27:01 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17619**

Agency Name: <b>MSA MASTER SERVICE AGREEMENTS</b>	Legal Entity Name: <b>CenturyLink</b>
Agency Code: <b>MSA</b>	Contractor Name: <b>CenturyLink</b>
Appropriation Unit: <b>9999 - All Categories</b>	Address: <b>100 CenturyLink Drive</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Monroe, LA 71203</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Ellen Walker 702-244-1494</b>
	Vendor No.: <b>PUR0000402</b>
	NV Business ID: <b>NV19711000425</b>
To what State Fiscal Year(s) will the contract be charged?	<b>2016-2020</b>
What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.	
General Funds 0.00 %	Fees 0.00 %
Federal Funds 0.00 %	Bonds 0.00 %
Highway Funds 0.00 %	<b>X Other funding 100.00 % Various</b>
Agency Reference #: <b>RFQ 3070 tb</b>	

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **10/31/2019**

Contract term: **3 years and 183 days**

4. Type of contract: **MSA**

Contract description: **Telecommunications**

5. Purpose of contract:

**This is a new contract that continues ongoing telecommunication services including voice and data transport systems for state agencies in northern Nevada.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$15,000,000.00**

Other basis for payment: **As invoiced by the Contractor and approved by the State.**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**State employees need access to local telephone services in order to do their jobs.**

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

**Telecommunications are a regulated service and must be provided by a company certified by the Nevada Public Utilities Commission.**

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **Yes**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Inyo Networks  
AT&T  
Cox

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Pursuant to RFQ 3070, and in accordance with NRS 333, this contractor was one of five selected as the highest scoring proposer as determined by an independently appointed evaluation committee.

d. Last bid date: 10/27/2014 Anticipated re-bid date: 10/26/2018

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor currently holds a contract for telecommunication services in Southern Nevada. Service has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	ldeloach	03/28/2016 16:32:16 PM
Division Approval	ldeloach	03/28/2016 16:32:19 PM
Department Approval	ldeloach	03/28/2016 16:32:23 PM
Contract Manager Approval	tsmit2	03/29/2016 09:58:07 AM
Budget Analyst Approval	cschonl1	04/11/2016 09:04:01 AM
BOE Agenda Approval	lfree1	04/11/2016 11:21:19 AM
BOE Final Approval	Pending	

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17664**

Agency Name: <b>ATTORNEY GENERAL'S OFFICE</b>	Legal Entity Name: <b>BTMC LLC DBA BRAINTRUST</b>
Agency Code: <b>030</b>	Contractor Name: <b>BTMC LLC DBA BRAINTRUST</b>
Appropriation Unit: <b>1030-23</b>	Address: <b>BRAIN TRUST MARKETING &amp; COMM 8948 SPANISH RIDGE AVE</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>LAS VEGAS, NV 89148-1352</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Kurt Ouchida 702/862-4242</b>
	Vendor No.: <b>T29035033</b>
	NV Business ID: <b>NV20101712174</b>
To what State Fiscal Year(s) will the contract be charged? <b>2016</b>	

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X Other funding</b>	<b>100.00 % MILITARY LEGAL ASSISTANCE DONATIONS</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/07/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2016**

Contract term: **84 days**

4. Type of contract: **Contract**

Contract description: **Advertising**

5. Purpose of contract:

**This is a new contract to provide advertising services. This contract includes Graphic Design, Brand and Logo Development, Digital Media and limited printing services in order to reach military personnel, active and retired, living in Nevada and let them know of legal services that are available to them at no charge.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$24,999.00**

Other basis for payment: Payable in three monthly installments, not to exceed \$24,999 total cost.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Legal aid to the members of our military in NV is a much needed service. Because members of the military are often called to leave with little or no notice on military assignments they have special legal needs relating to everyday life that are hard to meet when deployed. This contract helps to provide advertising so our military knows where they can go for assistance with these needs.

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

The Office of the Attorney General does not have the necessary expertise to provide the marketing and advertising necessary for this program.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

B & P Advertising  
The Glen Group  
Kirvin Doak Communications  
Amplify Relations  
Braintrust

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This vendor had the highest scores on the consensus sheet and it was the opinion that they will best meet the needs of the Attorney General's Office at this time.

d. Last bid date: 03/03/2016 Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mradu	04/07/2016 09:14:31 AM
Division Approval	chowle	04/07/2016 09:24:12 AM
Department Approval	chowle	04/07/2016 09:24:16 AM
Contract Manager Approval	lgallow1	04/07/2016 09:43:54 AM
Budget Analyst Approval	myoun3	04/07/2016 15:43:22 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17642**

Agency Name: <b>ATTORNEY GENERAL'S OFFICE</b>	Legal Entity Name: <b>ROBERT L. AYERS, JR.</b>
Agency Code: <b>030</b>	Contractor Name: <b>ROBERT L. AYERS, JR.</b>
Appropriation Unit: <b>1030-04</b>	Address: <b>315 TWIN LAKES DR.</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>SANTA ROSA, CA 95409</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>415-250-5934</b>
	Vendor No.: <b>T27038980</b>
	NV Business ID: <b>NV20161136004</b>
To what State Fiscal Year(s) will the contract be charged?	<b>2016</b>

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	<b>100.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/07/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2016**

Contract term: **84 days**

4. Type of contract: **Contract**

Contract description: **EXPERT WITNESS**

5. Purpose of contract:

**This is a new contract to provide expert witness for the criminal case of State of Nevada v. Ramos.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$10,000.00**

Other basis for payment: Not to exceed \$10,000.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Mr. Ayers is an expert on use of force in prisons. He will initially be an expert consultant to provide the State v. Ramos trial team advice and analysis concerning the officer involved shooting.

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

The Office of the Attorney General requires someone with extensive knowledge of the prison system to advise them in this matter.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

[Empty text box]

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a: Sole Proprietor

[Empty text box]

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mradu	04/04/2016 11:27:53 AM
Division Approval	chowle	04/04/2016 11:43:31 AM
Department Approval	chowle	04/04/2016 11:43:35 AM
Contract Manager Approval	lgallow1	04/05/2016 11:26:22 AM
Budget Analyst Approval	myoun3	04/07/2016 09:17:15 AM



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17499**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>CANYON ELECTRIC COMPANY, INC.</b>
Agency Code: <b>082</b>	Contractor Name: <b>CANYON ELECTRIC COMPANY, INC.</b>
Appropriation Unit: <b>1349-12</b>	Address: <b>PO BOX 363369</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>NORTH LAS VEGAS, NV 89036-7369</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>TERRY GOMES 702-384-4747</b>
	Vendor No.: <b>T27003566</b>
	NV Business ID: <b>NV19881005351</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 %</b>	<b>Buildings &amp; Grounds Building Rent Income Fees</b>
Federal Funds	0.00 %		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

Agency Reference #: **ASD #2122160**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **06/01/2016**  
Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **05/31/2020**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Electrical Services**

5. Purpose of contract:

**This is a new contract that continues ongoing electrical services, on an as needed basis, for state-owned buildings in the Las Vegas area.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$45,000.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Electrical services are required to keep state buildings in safe working order.

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

Lack of manpower and expertise.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This is one of multiple contracts for electrical services on file. Per SAM 0338.0, each contractor will be contacted to submit bids for available jobs.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

6/1/2012 - 5/31/2016, Buildings and Grounds, satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csweeney	03/30/2016 13:28:45 PM
Division Approval	csweeney	03/30/2016 13:28:48 PM
Department Approval	csweeney	03/30/2016 13:28:51 PM
Contract Manager Approval	csweeney	03/30/2016 13:28:54 PM
Budget Analyst Approval	jrodrig9	04/07/2016 18:44:30 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17612**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>ENTERPRISE JANITORIAL, INC.</b>
Agency Code: <b>082</b>	Contractor Name: <b>ENTERPRISE JANITORIAL, INC.</b>
Appropriation Unit: <b>1349-12</b>	Address: <b>PO BOX 19913</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>RENO, NV 89511</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Ana Arroyo 775-691-2939</b>
	Vendor No.: <b>T32003728</b>
	NV Business ID: <b>NV20141642364</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 % Buildings and Grounds Building Rental Fees</b>
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **02/06/2016**

Anticipated BOE meeting date **04/2016**

Retroactive? **Yes**

If "Yes", please explain

**The previous janitorial company was terminated due to security reasons on February 5, 2016. This contract was immediately executed to secure continued janitorial services for the facility until such time that Purchasing can complete a proper Request for Proposal process for these services.**

3. Termination Date: **09/01/2016**

Contract term: **207 days**

4. Type of contract: **Contract**

Contract description: **Janitorial services**

5. Purpose of contract:

**This is a new contract that continues ongoing janitorial services for the Nevada State Library and Archives facility located at 100 Stewart Street in Carson City.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$49,544.23**

Payment for services will be made at the rate of \$5,994.48 per month

Other basis for payment: VCT(1x) \$3735.87; Deep clean (1x) \$1847.00; Extra services \$2000.00.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Provide a safe, clean and healthy working environment in state buildings.

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

Buildings and Grounds department lacks the personnel and equipment to clean all state buildings.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

McNeils Cleaning Services  
Enterprise Janitorial Inc  
Premiere Janitorial

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Enterprise janitorial came in with the lowest bid.

d. Last bid date: 02/01/2016 Anticipated re-bid date: 06/01/2016

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

2010 to present, with Buildings and Grounds, work is satisfactory

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csweeney	04/04/2016 07:39:05 AM
Division Approval	csweeney	04/04/2016 07:39:08 AM
Department Approval	csweeney	04/04/2016 07:39:11 AM
Contract Manager Approval	ssands	04/04/2016 08:21:21 AM
Budget Analyst Approval	jrodrig9	04/11/2016 12:54:01 PM



**DEPARTMENT OF ADMINISTRATION  
ADMINISTRATIVE SERVICES DIVISION**

**209 E. Musser Street, Room 304  
Carson City, Nevada 89701-4204  
(775) 684-0273  
Fax (775) 684-0275**

**MEMORANDUM**

March 24, 2016

TO: Jim Rodriguez  
Budget Analyst

FROM: Sue Sands, Admin Services Division, Contracts Section

RE: Retro Memo for Enterprise Janitorial Inc

Due to the previous contractor being dismissed for security reasons, Enterprise Janitorial Inc. will be the contractor for the next eight (8) months and this is a request for a retroactive start date of **February 6, 2016** for the Enterprise Janitorial contract (CETS #176121) for 100 N STEWART STREET, NSLA BUILDING.

This contractor was placed into service with the lowest bid when Buildings & Grounds was notified of the security problems at the facility and immediately put out emergency bids and awarded this contract for eight (8) months while Purchasing conducts a proper RFP.

Brian Sandoval  
Governor



Patrick Cates  
Director

Gustavo "Gus" Nuñez  
Administrator

Carson City Offices:  
Public Works Section  
515 East Musser Street, Ste. 102  
Carson City, Nevada 89701-4263  
(775) 684-4141 | Fax (775) 684-4142

Buildings & Grounds Section  
(775) 684-1800 | Fax (775) 684-1821

STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
*Public Works Division*

Las Vegas Offices:  
Public Works Section  
1830 East Sahara, Ste. 204  
Las Vegas, Nevada 89104-3739  
(702) 486-5115 | Fax (702) 486-5094

Buildings & Grounds Section  
2300 McLeod Drive  
Las Vegas, Nevada 89104-4314  
(702) 486-4300 | Fax (702) 486-4308

February 4, 2016

**VIA CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

JCRNO, Inc.  
155 Glendale Avenue, No 1  
Sparks, Nevada 89431

**SUBJECT:** Contract for Services of Independent Contractor between the Department of Administration, Public Works Division, Buildings and Grounds Section and JCRNO for janitorial services at Nevada State Library and Archives located at 100 Stewart Street, Carson City, NV 89701

This is notice that the section of the above-described contract that pertains to the Nevada State Library and Archives building, located at 100 N. Stewart Street, Carson City, Nevada is terminated pursuant to paragraph 10(a), effective February 5, 2016. All other buildings contained in this contract are still to have services performed. Please cease any work or services at the Nevada State Library and Archives building on or before the termination date, and provide us a final statement of all work or services performed for which you have not been paid. Unless otherwise specifically authorized, the State will not pay for work performed after the termination date. If you are in the process of performing work that cannot be completed by the date of termination, please advise us and we will determine whether you should complete that work in progress pursuant to contract paragraph 10(e)(ii).

Sincerely,

Cheryl Warren  
Custodial Supervisor III  
Contract Monitor

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17603**

Agency Name:	<b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name:	PURCELL KROB ELECTRICAL PROF, DBA
Agency Code:	<b>082</b>	Contractor Name:	<b>PURCELL KROB ELECTRICAL PROF, DBA</b>
Appropriation Unit:	<b>1349-12</b>	Address:	<b>PK ELECTRICAL, INC. 681 SIERRA ROSE DR STE B RENO, NV 89511</b>
Is budget authority available?:	<b>No</b>	City/State/Zip:	<b>RENO, NV 89511</b>
If "No" please explain: This is an agency funded CIP where the project will be managed by the SPWD, but all funding and contractor payment responsibilities will remain with the initiating agency. For this contract the funding and expenditure authority will reside in the Account 1349, expenditure category 12, 14, building renovation.		Contact/Phone:	<b>775-826-9010</b>
		Vendor No.:	<b>T81016802</b>
		NV Business ID:	<b>NV19961128650</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Agency funded CIP</b>

Agency Reference #: 110060

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **03/23/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2020**

Contract term: **4 years and 100 days**

4. Type of contract: **Contract**

Contract description: **Arch/Eng Services**

5. Purpose of contract:

**This is a new contract to provide professional architectural/engineering services for the audio visual upgrades for the Old Assembly Room at the State Capitol Building: CIP Project No. 16-A041; SPWD Contract No. 11006.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$22,000.00**

Other basis for payment: Monthly progress payments based on services provided.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

2016 Agency CIP

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

Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	03/21/2016 16:16:32 PM
Division Approval	dgrimm	03/21/2016 16:16:34 PM
Department Approval	dgrimm	03/21/2016 16:16:36 PM
Contract Manager Approval	dgrimm	03/21/2016 16:16:38 PM
Budget Analyst Approval	jrodrig9	03/23/2016 09:08:12 AM



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17635**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>TRUJILLO, DANIEL F. DBA</b>
Agency Code: <b>082</b>	Contractor Name: <b>TRUJILLO, DANIEL F. DBA</b>
Appropriation Unit: <b>1349-12</b>	Address: <b>TRU COVERAGE PAINTING 1936 MOLLY DR</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>CARSON CITY, NV 89706-2643</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775-443-6354</b>
	Vendor No.: <b>T27033070</b>
	NV Business ID: <b>NV20131427895</b>

To what State Fiscal Year(s) will the contract be charged? **2016**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 %</b>	<b>Buildings and Grounds Rental Income Fees</b>
Federal Funds	0.00 %		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/10/2016**

Anticipated BOE meeting date **04/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2016**

Contract term: **81 days**

4. Type of contract: **Contract**

Contract description: **PAINTING**

5. Purpose of contract:

**This is a new contract to provide painting services for the Capitol Building Assembly Room.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$14,468.75**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**Assembly room remodel warrants the painting to be done.**

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

**Buildings and Grounds personnel lacks the manpower.**

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**PCI  
Tru Coverage  
Accurate Painting**

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This vendor had the best bid for the job.

d. Last bid date: 03/01/2016 Anticipated re-bid date: 01/01/2020

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

VARIOUS AGENCIES WITH THE STATE AND WORK IS SATISFACTORY

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:

Sole Proprietor

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csweeney	04/06/2016 12:44:31 PM
Division Approval	csweeney	04/06/2016 12:44:33 PM
Department Approval	csweeney	04/06/2016 12:44:37 PM
Contract Manager Approval	ssands	04/06/2016 12:52:44 PM
Budget Analyst Approval	jrodrig9	04/10/2016 17:52:03 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17611**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>INTERWEST CONSULTING GROUP, INC.</b>
Agency Code: <b>082</b>	Contractor Name: <b>INTERWEST CONSULTING GROUP, INC.</b>
Appropriation Unit: <b>1571-40</b>	Address: <b>1076 LINCOLN PL</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>BOULDER, CO 80302-7236</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>303-444-0524</b>
	Vendor No.: <b>T32000835</b>
	NV Business ID: <b>NV20071166199</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Miscellaneous program fees</b>

Agency Reference #: **110111**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **03/31/2016**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2020**

Contract term: **4 years and 92 days**

4. Type of contract: **Contract**

Contract description: **Misc Serv Agr**

5. Purpose of contract:

**This is a new contract to provide building inspection services for the University of Las Vegas Park Student Housing project: CIP Project No. 15-S09/16-B053; SPWD Contract No. 110111.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$40,000.00**

Other basis for payment: **Monthly progress payments based on services provided.**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**2016 CIP**

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

**Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.**

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	03/24/2016 15:56:40 PM
Division Approval	dgrimm	03/24/2016 15:56:42 PM
Department Approval	dgrimm	03/24/2016 15:56:48 PM
Contract Manager Approval	dgrimm	03/24/2016 16:04:32 PM
Budget Analyst Approval	jrodrig9	03/30/2016 11:45:51 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17669**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>CURTAIN WALL DESIGN &amp; CONSULTING, INC.</b>
Agency Code: <b>082</b>	Contractor Name: <b>CURTAIN WALL DESIGN &amp; CONSULTING, INC.</b>
Appropriation Unit: <b>1585-40</b>	Address: <b>2400 S. Cimarron Rd. Suite 125</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Las Vegas, NV 89117</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702-222-9349</b>
	Vendor No.: <b>T29032419</b>
	NV Business ID: <b>NV20051436120</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	<b>X</b> Bonds	<b>79.00 %</b>
Highway Funds	0.00 %	<b>X</b> Other funding	<b>21.00 % Transfer from Capital projects fund</b>

Agency Reference #: 110148

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/08/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2019**

Contract term: **3 years and 83 days**

4. Type of contract: **Contract**

Contract description: **Arch/Eng Serv**

5. Purpose of contract:

**This is a new contract to provide professional architectural/engineering services for the roof replacement project at the Caliente Youth Center: CIP Project No. 15-S01-1; SPWD Contract No. 110148.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$25,000.00**

Other basis for payment: Monthly progress payments based on services provided.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

2015 CIP

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

Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/06/2016 15:41:23 PM
Division Approval	dgrimm	04/06/2016 15:41:25 PM
Department Approval	dgrimm	04/06/2016 15:57:07 PM
Contract Manager Approval	dgrimm	04/08/2016 07:50:19 AM
Budget Analyst Approval	jrodrig9	04/08/2016 09:53:29 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17670**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>CURTAIN WALL DESIGN &amp; CONSULTING, INC.</b>
Agency Code: <b>082</b>	Contractor Name: <b>CURTAIN WALL DESIGN &amp; CONSULTING, INC.</b>
Appropriation Unit: <b>1585-40</b>	Address: <b>2400 S. Cimarron Rd. Suite 125</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Las Vegas, NV 89117</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702-222-9349</b>
	Vendor No.: <b>T29032419</b>
	NV Business ID: <b>NV20051436120</b>
To what State Fiscal Year(s) will the contract be charged? <b>2016-2019</b>	
What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.	
General Funds 0.00 %	Fees 0.00 %
Federal Funds 0.00 %	<b>X</b> Bonds <b>79.00 %</b>
Highway Funds 0.00 %	<b>X</b> Other funding <b>21.00 % Transfer from Capital projects fund.</b>
Agency Reference #: <b>110141</b>	

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/08/2016**  
Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2019**

Contract term: **3 years and 83 days**

4. Type of contract: **Contract**

Contract description: **Arch/Eng**

5. Purpose of contract:

**This is a new contract to provide professional architectural/engineering services for the roof consulting services at the Wildlife Headquarters project in Las Vegas: CIP Project No. 15-S01-8; CIP Contract No. 110141.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$14,000.00**

Other basis for payment: **Monthly progress payments based on services provided.**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**2015 CIP**

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

**Professiona services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.**

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/06/2016 16:18:09 PM
Division Approval	dgrimm	04/06/2016 16:18:11 PM
Department Approval	dgrimm	04/06/2016 16:18:14 PM
Contract Manager Approval	dgrimm	04/08/2016 08:03:47 AM
Budget Analyst Approval	jrodrig9	04/08/2016 11:12:21 AM



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17581**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>HYYTINEN, ROGER DBA</b>
Agency Code: <b>082</b>	Contractor Name: <b>HYYTINEN, ROGER DBA</b>
Appropriation Unit: <b>1585-41</b>	Address: <b>HYYTINEN ENGINEERING, LLC 5458 LONGLEY LN STE B</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>RENO, NV 89511</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775-826-3019</b>
	Vendor No.: <b>T80814890</b>
	NV Business ID: <b>NV20111782953</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<b>X</b> General Funds	<b>100.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: 110085

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **03/21/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2019**

Contract term: **3 years and 101 days**

4. Type of contract: **Contract**

Contract description: **Misc Serv Agr**

5. Purpose of contract:

**This is a new contract to provide professional architectural/engineering services for Advanced Planning services associated with the development of the 2017 Capital Improvement Plan: CIP Project No. 15-S04C; SPWD Contract No. 110085.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$10,000.00**

Other basis for payment: Monthly progress payments based on services provided.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**2015 CIP**

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

**Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.**

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	03/16/2016 14:24:04 PM
Division Approval	dgrimm	03/16/2016 14:24:07 PM
Department Approval	dgrimm	03/16/2016 14:24:11 PM
Contract Manager Approval	dgrimm	03/16/2016 16:16:49 PM
Budget Analyst Approval	jrodrig9	03/21/2016 19:10:10 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17691**

Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>CORE CONSTRUCTION SERVICES OF NEVADA, INC.</b>
Agency Code: <b>082</b>	Contractor Name: <b>CORE CONSTRUCTION SERVICES OF NEVADA, INC.</b>
Appropriation Unit: <b>1590-71</b>	Address: <b>7150 CASCADE VALLEY CT</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>LAS VEGAS, NV 89128-0455</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702-794-0550</b>
	Vendor No.: <b>T81092744</b>
	NV Business ID: <b>NV19861002524</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
<b>X Highway Funds</b>	<b>100.00 %</b>	Other funding	0.00 %

Agency Reference #: 110228

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/14/2016**  
Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2019**  
Contract term: **3 years and 77 days**

4. Type of contract: **Contract**  
Contract description: **Owner-CMAR Pre-Cons**

5. Purpose of contract:

**This is a new contract to provide professional Owner-CMAR Pre-Construction Services for building upgrades to the Flamingo Department of Motor Vehicles facility in Las Vegas: CIP Project No. 15-M29; SPWD Contract No. 110228.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$17,970.00**  
Other basis for payment: Monthly progress payments based on services provided.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

2015 CIP

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

Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature

9. Were quotes or proposals solicited? **No**  
Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/12/2016 14:06:26 PM
Division Approval	dgrimm	04/12/2016 14:06:29 PM
Department Approval	dgrimm	04/12/2016 14:06:33 PM
Contract Manager Approval	dgrimm	04/12/2016 16:12:23 PM
Budget Analyst Approval	jrodrig9	04/14/2016 18:00:21 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **14904** Amendment Number: **2**

Agency Name: **ADMIN - STATE PUBLIC WORKS DIVISION** Legal Entity Name: **DUBE GROUP ARCHITECTURE**

Agency Code: **082** Contractor Name: **DUBE GROUP ARCHITECTURE**

Appropriation Unit: **1590-39** Address: **458 COURT ST**

Is budget authority available?: **Yes** City/State/Zip: **RENO, NV 89501**

If "No" please explain: **Not Applicable** Contact/Phone: **Pete 775-323-1001**

Vendor No.: **T81026981**

NV Business ID: **NV19991421705**

To what State Fiscal Year(s) will the contract be charged? **2014-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	<b>56.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	<input checked="" type="checkbox"/> Bonds	<b>44.00 %</b>
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **82223**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **10/08/2013**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2017**

Contract term: **3 years and 266 days**

4. Type of contract: **Contract**

Contract description: **Arch/Eng Serv**

5. Purpose of contract:

**This is the second amendment to the original contract, which provides professional architectural/engineering services for exterior finishes for the Governor's Mansion Complex: CIP Project No. 13-M52; SPWD Contract No. 82223. This amendment increases the maximum amount from \$61,726 to \$72,626 to redesign the mansion exterior ramps and stairways to meet the Americans with Disabilities Act requirements and design a new snow melt system.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$50,500.00	\$50,500.00	\$50,500.00	Yes - Action
a. Amendment 1:	\$11,226.00	\$11,226.00	\$11,226.00	Yes - Info
2. Amount of current amendment (#2):	\$10,900.00	\$22,126.00	\$22,126.00	Yes - Info
3. New maximum contract amount:	\$72,626.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**2013 CIP**

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

Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? No  
Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/06/2016 09:56:33 AM
Division Approval	dgrimm	04/06/2016 09:56:35 AM
Department Approval	dgrimm	04/06/2016 09:56:38 AM
Contract Manager Approval	dgrimm	04/06/2016 09:56:49 AM
Budget Analyst Approval	jrodrig9	04/11/2016 10:37:24 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17583**

Agency Name:	<b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name:	<b>HYYTINEN, ROGER DBA</b>
Agency Code:	<b>082</b>	Contractor Name:	<b>HYYTINEN, ROGER DBA</b>
Appropriation Unit:	<b>All Budget Accounts - Category 10</b>	Address:	<b>HYYTINEN ENGINEERING, LLC 5458 LONGLEY LN STE B RENO, NV 89511</b>
Is budget authority available?:	<b>No</b>	City/State/Zip:	<b>RENO, NV 89511</b>
If "No" please explain: This is an agency funded CIP where the project will be managed by the SPWD, but all funding and contractor payment responsibilities will remain with the initiating agency. For this contract the funding and expenditure authority will reside in the Account 3650 expenditure category 10, Air Security.		Contact/Phone:	<b>775-826-3019</b>

Vendor No.: T80814890  
 NV Business ID: NV20111782953

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Agency funded CIP</b>

Agency Reference #: 110078

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **03/21/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2020**

Contract term: **4 years and 102 days**

4. Type of contract: **Contract**

Contract description: **Arch/Eng Serv**

5. Purpose of contract:

**This is a new contract to provide professional architectural/engineering services for the Nevada Army National Guard Army Aviation Stead Facility Hangar Fall Protection Systems: CIP Project No. 16-A020; SPWD Contract No. 110078.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$11,800.00**

Other basis for payment: Monthly progress payments based on services provided.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

2016 Agency CIP

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

Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	03/16/2016 16:09:43 PM
Division Approval	dgrimm	03/16/2016 16:09:45 PM
Department Approval	dgrimm	03/16/2016 16:16:26 PM
Contract Manager Approval	dgrimm	03/16/2016 16:16:29 PM
Budget Analyst Approval	jrodrig9	03/21/2016 19:09:11 PM



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>16678</b>	Amendment Number: <b>1</b>
Agency Name: <b>ADMIN - STATE PUBLIC WORKS DIVISION</b>	Legal Entity Name: <b>LUMOS &amp; ASSOCIATES, INC.</b>
Agency Code: <b>082</b>	Contractor Name: <b>LUMOS &amp; ASSOCIATES, INC.</b>
Appropriation Unit: <b>All Appropriations</b>	Address: <b>9222 Prototype Dr.</b>
Is budget authority available?: <b>No</b>	City/State/Zip: <b>RENO, NV 89521</b>
If "No" please explain: This is an agency funded CIP where the project will be managed by the SPWD, but all funding and contractor payment responsibilities will remain with the initiating agency. For this contract the funding and expenditure authority will reside in the Account 3650, Military; expenditure category 10, Army Facilities.	Contact/Phone: <b>775-827-6111</b>
	Vendor No.: <b>T80912843</b>
	NV Business ID: <b>NV19791006982</b>

To what State Fiscal Year(s) will the contract be charged? **2015-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Agency funded CIP</b>

Agency Reference #: 109247

2. Contract start date:  
 a. Effective upon Board of Examiner's approval? **No** or b. other effective date **06/09/2015**  
 Anticipated BOE meeting date 05/2016

Retroactive? **No**  
 If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2019**  
 Contract term: **4 years and 22 days**

4. Type of contract: **Contract**  
 Contract description: **Mat Tst & Insp**

5. Purpose of contract:  
**This is the first amendment to the original contract, which provides construction materials testing and inspection services for the Army Aviation Stead Facility Apron Replacement project for the Nevada Army National Guard: CIP Project No. 15-A011, SPWD Contract No. 109247. This amendment increases the maximum amount from \$149,800 to \$174,590 to provide material testing services for the concrete and paving elements of the project.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$149,800.00	\$149,800.00	\$149,800.00	Yes - Action
2. Amount of current amendment (#1):	\$24,790.00	\$24,790.00	\$24,790.00	Yes - Info
3. New maximum contract amount:	\$174,590.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

2015 Agency CIP

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

Professional services are provided by SPWB to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

The vendor has demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/05/2016 16:03:39 PM
Division Approval	dgrimm	04/05/2016 16:03:42 PM
Department Approval	dgrimm	04/05/2016 16:03:44 PM
Contract Manager Approval	dgrimm	04/05/2016 16:07:10 PM
Budget Analyst Approval	jrodrig9	04/07/2016 19:27:00 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17268** Amendment Number: **1**

Agency Name: **ADMIN - STATE PUBLIC WORKS DIVISION** Legal Entity Name: **PURCELL KROB ELECTRICAL PROFESSIONALS**

Agency Code: **082** Contractor Name: **PURCELL KROB ELECTRICAL PROFESSIONALS**

Appropriation Unit: **All Budget Accounts - Category 10** Address: **dba PK ELECTRICAL, INC. 681 SIERRA ROSE DR. SUTE B RENO, NV 89511**

Is budget authority available?: **No** City/State/Zip: **RENO, NV 89511**

Contact/Phone: **775-826-9010**

If "No" please explain: This is an agency funded CIP where the project will be managed by the SPWD, but all funding and contractor payment responsibilities will remain with the initiating agency. For this contract the funding and expenditure authority will reside in the Account 3650, expenditure category 10, Army Facilities.

Vendor No.: T81016802  
NV Business ID: NV19961128650

To what State Fiscal Year(s) will the contract be charged? **2016-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Agency funds</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **11/20/2015**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2018**

Contract term: **2 years and 222 days**

4. Type of contract: **Contract**

Contract description: **Arch Eng Serv**

5. Purpose of contract:

**This is the first amendment to the original contract, which provides professional architectural/engineering services for the Army Aviation Stead Facility Apron Lighting project: CIP No. 14-A014-3; SPWD Contract No. 109779. This amendment increases the maximum amount from \$8,400 to \$10,000 for additional design services to complete the fiber terminations.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$8,400.00	\$8,400.00	\$8,400.00	No
2. Amount of current amendment (#1):	\$1,600.00	\$10,000.00	\$10,000.00	Yes - Info
3. New maximum contract amount:	\$10,000.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

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

Professional services are provided by SPWD to support the State Capital Improvement Program. Consultants are selected based on their ability to provide design and engineering services to meet the goals established by the Legislature.

9. Were quotes or proposals solicited? No  
Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

Demonstrated the required expertise for work on this project.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

SPWD, currently and/or in the past for various amounts with satisfactory results.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dgrimm	04/07/2016 14:17:14 PM
Division Approval	dgrimm	04/07/2016 14:17:17 PM
Department Approval	dgrimm	04/07/2016 16:12:01 PM
Contract Manager Approval	dgrimm	04/07/2016 16:12:05 PM
Budget Analyst Approval	jrodrig9	04/10/2016 17:21:03 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>14896</b>	Amendment Number: <b>3</b>
Agency Name: <b>ADMIN - ENTERPRISE IT SERVICES</b>	Legal Entity Name: <b>MENTOR SERVICES CORPORATION</b>
Agency Code: <b>180</b>	Contractor Name: <b>MENTOR SERVICES CORPORATION</b>
Appropriation Unit: <b>1385-30</b>	Address: <b>PO BOX 115</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>ARDSLEY, NY 10502-0115</b>
If "No" please explain: Not Applicable	Contact/Phone: <b>Karen Bernard 914/686-0600</b>
	Vendor No.: <b>T29034312A</b>
	NV Business ID: <b>NV20131480143</b>

To what State Fiscal Year(s) will the contract be charged? **2014-2016**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 % FACILITY FEES</b>
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **11/06/2013**  
 Anticipated BOE meeting date **04/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **03/31/2016**

Contract term: **2 years and 236 days**

4. Type of contract: **Contract**

Contract description: **Training**

5. Purpose of contract:

**This is the third amendment to the original contract, which provides Introduction to Removable Media Manager and Hardware Management Console Operation training in Carson City, Nevada. This amendment extends the termination date from March 31, 2016 to June 30, 2016 and increases the maximum amount from \$57,000 to \$82,000 due to continued need for training.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$12,000.00	\$12,000.00	\$12,000.00	Yes - Info
a. Amendment 1:	\$18,000.00	\$18,000.00	\$30,000.00	Yes - Info
b. Amendment 2:	\$27,000.00	\$27,000.00	\$57,000.00	Yes - Action
2. Amount of current amendment (#3):	\$25,000.00	\$25,000.00	\$25,000.00	Yes - Info
3. New maximum contract amount:	\$82,000.00			
and/or the termination date of the original contract has changed to:	06/30/2016			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

EITS staff must be kept up to date on the latest computer technology.

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

Lack of expertise.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Lowest Bidder.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

No b. If "No", is an exemption on file with the Nevada Secretary of State's Office?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	csweeney	03/31/2016 11:02:17 AM
Division Approval	csweeney	03/31/2016 11:02:28 AM
Department Approval	csweeney	03/31/2016 11:02:39 AM
Contract Manager Approval	amarangi	03/31/2016 11:20:26 AM
Budget Analyst Approval	sewart	04/05/2016 14:58:28 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17578**

Agency Name: <b>ADMIN - ENTERPRISE IT SERVICES</b>	Legal Entity Name: USDOT - Federal Aviation Administration
Agency Code: <b>180</b>	Contractor Name: <b>USDOT - Federal Aviation Administration</b>
Appropriation Unit: <b>1388-00</b>	Address: <b>1601 Lind Avenue Southwest</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Renton, WA 98057</b>
If "No" please explain: Not Applicable	Contact/Phone: Robert Sternick 425 227-2932
	Vendor No.:
	NV Business ID: Not Applicable

To what State Fiscal Year(s) will the contract be charged? **2016-2025**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Revenue</b>

Agency Reference #: 5656

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **06/01/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2025**

Contract term: **9 years and 31 days**

4. Type of contract: **Revenue Contract**

Contract description: **Rack Space Rental**

5. Purpose of contract:

**This is a new revenue contract to provide rack space at Spruce Mountain in Elko County.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$30,000.00**

Other basis for payment: FY2017 through FY2025, estimated per year \$2,103.34 x 1 rack = \$2,103.34 x 10 years = \$21,033.40 where the maximum amount provides for biennium increases.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

This is a revenue generating contract

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

This is a revenue generating contract

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Not Applicable

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

The FAA is currently under revenue contract with EITS with satisfactory results

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:

Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	capple	04/04/2016 15:30:55 PM
Division Approval	capple	04/04/2016 15:30:58 PM
Department Approval	capple	04/04/2016 15:31:02 PM
Contract Manager Approval	bbohm	04/12/2016 10:33:14 AM
Budget Analyst Approval	sewart	04/12/2016 12:08:08 PM



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17427**

Agency Name: <b>DEPARTMENT OF VETERANS SERVICES</b>	Legal Entity Name: <b>G BRENT DENNIS, INC.</b>
Agency Code: <b>240</b>	Contractor Name: <b>G BRENT DENNIS, INC.</b>
Appropriation Unit: <b>2561-04</b>	Address: <b>555 CALIFORNIA AVE</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>BOULDER CITY, NV 89005-2757</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702/293-5945</b>
	Vendor No.: <b>T27033289</b>
	NV Business ID: <b>NV20021501973</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>65.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>35.00 % Private/County</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/15/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **05/31/2018**

Contract term: **2 years and 46 days**

4. Type of contract: **Contract**

Contract description: **Psychologist**

5. Purpose of contract:

**This is a new contract that continues ongoing psychologist services including training, assisting in coordinating treatment and consulting staff on the psychological challenges of these residents.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$24,000.00**

Payment for services will be made at the rate of \$125.00 per hour

Other basis for payment: 8 hours a month - not to exceed \$1,000 a month

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The Nevada State Veterans Home has residents who need additional psychological services and the staff require additional training on how to care for these residents.

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

The State does not have psychologists available to assist the Nevada State Veterans Home.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Professional Service (As defined in NAC 333.150)**

c. Why was this contractor chosen in preference to other?

This vendor was chosen because of his knowledge of how military service impacts the veterans' psychological stability; and his familiarity with the Nevada State Veterans Home residents and staff.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor provided these services to the Nevada State Veterans Home since 2013 - Work performed was satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	agarland	04/08/2016 10:49:56 AM
Division Approval	agarland	04/08/2016 10:49:59 AM
Department Approval	agarland	04/08/2016 10:50:01 AM
Contract Manager Approval	agarland	04/08/2016 10:50:03 AM
Budget Analyst Approval	dreynd2	04/15/2016 14:00:54 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **16786** Amendment Number: **1**

Agency Name: **OFFICE OF VETERANS SERVICES** Legal Entity Name: **Pinnacle Consulting Group**

Agency Code: **240** Contractor Name: **Pinnacle Consulting Group**

Appropriation Unit: **2561-04** Address: **5505 S. 900 East, Suite 200**

Is budget authority available?: **Yes** City/State/Zip: **Las Vegas, NV 84117**

If "No" please explain: **Not Applicable** Contact/Phone: **Stan Magleby 801-293-0700**

Vendor No.: **T27020379**

NV Business ID: **NV20101432040**

To what State Fiscal Year(s) will the contract be charged? **2015-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>65.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>35.00 % Private/County</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **06/09/2015**

Anticipated BOE meeting date: **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **05/31/2016**

Contract term: **3 years and 22 days**

4. Type of contract: **Contract**

Contract description: **QI Surveys**

5. Purpose of contract:  
**This is the first amendment to the original contract which provides new monthly customer satisfaction surveys. This amendment extends the termination date from May 31, 2016 to June 30, 2018 and increases the maximum amount from \$6,000 to \$12,000 due to the continued need of these services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$6,000.00	\$6,000.00	\$6,000.00	No
2. Amount of current amendment (#1):	\$6,000.00	\$12,000.00	\$12,000.00	Yes - Info
3. New maximum contract amount: and/or the termination date of the original contract has changed to:	\$12,000.00 06/30/2018			

#### II. JUSTIFICATION

7. What conditions require that this work be done?  
In order to maintain a safe, orderly, and comfortable environment for the residents of the facility, the Home will conduct monthly quality service surveys with residents.

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

No State Agencies or employees are available to do this work.

- 9. Were quotes or proposals solicited? Yes
- Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Best price - familiar with the Home.

d. Last bid date: 03/31/2015 Anticipated re-bid date: 03/31/2016

- 10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

- 11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

Not Applicable

- 12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Contractor has worked with NSVH in the past. All work was satisfactory.

- 13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

- 14. The contractor is registered with the Nevada Secretary of State's Office as a:  
LLC

- 15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

- 16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

- 17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

- 18. Agency Field Contract Monitor:

- 19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	agarland	03/16/2016 22:35:55 PM
Division Approval	agarland	03/16/2016 22:35:58 PM
Department Approval	agarland	03/16/2016 22:36:01 PM
Contract Manager Approval	agarland	03/24/2016 14:45:49 PM
Budget Analyst Approval	drey nol2	04/08/2016 11:30:36 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17573**

Agency Name:	<b>DHHS - AGING AND DISABILITY SERVICES DIVISION</b>	Legal Entity Name:	CUSTOM HOMES BY CHATEAU, LLC
Agency Code:	<b>402</b>	Contractor Name:	<b>CUSTOM HOMES BY CHATEAU, LLC</b>
Appropriation Unit:	<b>3279-07</b>	Address:	<b>LAS VEGAS REMODEL / PMB 355 1000 N GREEN VALLEY PKWY #440</b>
Is budget authority available?:	<b>Yes</b>	City/State/Zip:	<b>HENDERSON, NV 89074-6163</b>
If "No" please explain:	Not Applicable	Contact/Phone:	702/858-4051
		Vendor No.:	T27032615A
		NV Business ID:	NV20001058872

To what State Fiscal Year(s) will the contract be charged? **2016-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	<b>48.30 %</b>	Fees	0.00 %
<input checked="" type="checkbox"/>	Federal Funds	<b>51.70 %</b>	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/06/2016**  
Anticipated BOE meeting date 03/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **04/02/2018**  
Contract term: **1 year and 361 days**

4. Type of contract: **Contract**  
Contract description: **Shower Repair**

5. Purpose of contract:  
**This is a new contract to replace and reinforce four shower surrounds in one existing residential building at the Desert Regional Center campus.**

6. NEW CONTRACT  
The maximum amount of the contract for the term of the contract is: **\$21,797.00**  
Other basis for payment: Upon invoice per contract

#### II. JUSTIFICATION

7. What conditions require that this work be done?  
**Per the Code of Federal Regulations Title 42, Chapter 483.70 Physical Environment - The facility must be designed, constructed, equipped and maintained to protect the health and safety of residents, personnel and the public. The existing shower surrounds are beyond repair and need to be replaced.**

8. Explain why State employees in your agency or other State agencies are not able to do this work:  
**State employees do not have the equipment or expertise to perform this work.**

9. Were quotes or proposals solicited? **Yes**  
Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Re-Bath of Las Vegas  
Las Vegas Remodel and Construction  
Kera Bath and Shower

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Las Vegas Remodel and Construction was the only contractor to respond to the Informal Solicitation.

d. Last bid date: 02/25/2016 Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

2013-2015 Desert Regional Center. Quality of service has been verified as satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dhanse6	03/11/2016 13:23:13 PM
Division Approval	dbowma1	03/25/2016 09:54:32 AM
Department Approval	ecrecoli	04/05/2016 08:35:46 AM
Contract Manager Approval	dhanse6	04/06/2016 10:24:34 AM
Budget Analyst Approval	nhovden	04/06/2016 16:20:48 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **15667** Amendment Number: **1**

Agency Name: **DHHS - HEALTH CARE FINANCING & POLICY** Legal Entity Name: **Bureau of Health Care Quality and Compliance**

Agency Code: **403** Contractor Name: **Bureau of Health Care Quality and Compliance**

Appropriation Unit: **3158-11** Address: **727 Fairview Drive, Suite E**

Is budget authority available?: **Yes** City/State/Zip: **Carson City, NV 89701**

If "No" please explain: **Not Applicable** Contact/Phone: **Jeanne Hesterlee 775-684-1054**

Vendor No.:

NV Business ID: **Governmental Entity**

To what State Fiscal Year(s) will the contract be charged? **2014-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>100.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2013**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2017**

Contract term: **4 years**

4. Type of contract: **Interlocal Agreement**

Contract description: **DPBH Title XIX**

5. Purpose of contract:

**This is the first amendment to the original interlocal agreement which provides federal Title XIX funds to reimburse the Board of Nursing for regulating nursing assistants employed in nursing facilities and home health agencies in the state. This amendment increases the maximum amount from \$441,000 to \$452,025 due to a negotiated 5% increase for these services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$441,000.00	\$441,000.00	\$441,000.00	Yes - Action
2. Amount of current amendment (#1):	\$11,025.00	\$11,025.00	\$11,025.00	Yes - Info
3. New maximum contract amount:	\$452,025.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**The DPBH regulates nursing assistants employed in nursing facilities and home health agencies in the state. This contract allows DHCFP as the "single State agency" for Medicaid, to pass on federal funds to DPBH to reimburse the BoN.**

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

**State employees are doing this work.**

9. Were quotes or proposals solicited? No  
 Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Existing contract with satisfactory performance.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:  
 Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	aree2	03/10/2016 10:30:48 AM
Division Approval	trooker	03/23/2016 18:01:26 PM
Department Approval	ecreceli	03/28/2016 11:49:11 AM
Contract Manager Approval	aree2	03/29/2016 14:10:50 PM
Budget Analyst Approval	drey nol2	03/31/2016 11:50:09 AM



### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17470**

Agency Name:	<b>DHHS - DIVISION OF CHILD AND FAMILY SERVICES</b>	Legal Entity Name:	Aramark Uniform & Career Apparel, LLC
Agency Code:	<b>409</b>	Contractor Name:	<b>Aramark Uniform &amp; Career Apparel, LLC</b>
Appropriation Unit:	<b>3148-07</b>	Address:	<b>8298 Arville Street Suite 105</b>
Is budget authority available?:	<b>Yes</b>	City/State/Zip:	<b>Las Vegas, NV 89139</b>
If "No" please explain:	Not Applicable		
		Contact/Phone:	Jake Butera 702-290-7062
		Vendor No.:	T32003942
		NV Business ID:	NV19951078729

To what State Fiscal Year(s) will the contract be charged? **2016-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<b>X</b> General Funds	<b>100.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/15/2016**  
Anticipated BOE meeting date 04/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **01/31/2020**

Contract term: **3 years and 291 days**

4. Type of contract: **Contract**

Contract description: **Mat Cleaning Service**

5. Purpose of contract:

**This is a new contract to provide weekly scheduled deliveries of cleaned, repaired and finished rented floor mats.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$40,000.00**

Other basis for payment: Weekly amount of \$155.00 x 52 = \$8,060.00 per year. Yearly amount of \$8,060.00 x 4 = \$32,240.00. Summit View Youth Center may reduce or increase the number of mats being leased or serviced based on identified needs.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The floor mats will help keep Summit Valley Youth Center clean and safe for both staff and youths who will be stationed there.

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

Maintenance workers at Summit Valley Youth Center have a high volume of jobs to complete on a steady basis. Due to the fact that this is a high security facility, extra steps are being taken to keep inventories of tools and necessary safety measures to keep the youth housing areas clean and safe.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Cintas  
Winzer A-1  
Aramark

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Aramark performed this same service for this facility in the past and provided sufficient work.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dkluever	04/05/2016 11:37:04 AM
Division Approval	dkluever	04/05/2016 11:37:38 AM
Department Approval	ecrecoli	04/10/2016 10:30:57 AM
Contract Manager Approval	sknigge	04/12/2016 10:22:33 AM
Budget Analyst Approval	drey nol2	04/15/2016 13:51:48 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17586**

Agency Name:	<b>DHHS - DIVISION OF CHILD AND FAMILY SERVICES</b>	Legal Entity Name:	Heirloom Homes & Construction
Agency Code:	<b>409</b>	Contractor Name:	<b>Heirloom Homes &amp; Construction</b>
Appropriation Unit:	<b>3281-95</b>	Address:	<b>3285 Wilma Drive</b>
Is budget authority available?:	<b>Yes</b>	City/State/Zip:	<b>Sparks, NV 89431-1174</b>
If "No" please explain:	Not Applicable	Contact/Phone:	heirloomhomes@yahoo.com 775-772-6738
		Vendor No.:	T27038404
		NV Business ID:	NV20151599088

To what State Fiscal Year(s) will the contract be charged? **2016**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/>	General Funds	<b>100.00 %</b>	Fees	0.00 %
	Federal Funds	0.00 %	Bonds	0.00 %
	Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **01/01/2016**

Anticipated BOE meeting date 06/2016

Retroactive? **Yes**

If "Yes", please explain

**The Division had a contract in place for the services but it expired on December 31st, 2015. Due to delays in approval of the original contract, the vendor did not have enough time to complete the project prior to December 31st. The Division had paid for the cabinets prior to the original contract termination date and scheduled installation and the vendor began work after December 31st.**

3. Termination Date: **06/30/2016**

Contract term: **180 days**

4. Type of contract: **Contract**

Contract description: **Cabinetry Upgrade**

5. Purpose of contract:

**This is a new contract to provide an upgrade to existing cabinetry in the family learning homes, as identified in the Public Works Board Facility Condition Analysis.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$24,990.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The current cabinets in the original to the building and are in excess of 40 years old. The cabinets are past their useful life and are very deteriorated and in various states of disrepair.

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

The agency does not have any of the expertise to fabricate and install new cabinets.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Innovative Cabinets and Design  
Heirloom Homes  
Quality Counter Tops and Design

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: \_\_\_\_\_ Anticipated re-bid date: \_\_\_\_\_

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

12. Has the contractor ever been engaged under contract by any State agency?

**No** If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

13. Is the contractor currently involved in litigation with the State of Nevada?

**No** If "Yes", please provide details of the litigation and facts supporting approval of the contract:

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:

**Sole Proprietor**

15. a. Is the Contractor Name the same as the legal Entity Name?

**Yes**

16. a. Does the contractor have a current Nevada State Business License (SBL)?

**Yes**

17. **Not Applicable**

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dkluever	04/05/2016 11:38:36 AM
Division Approval	dkluever	04/05/2016 11:38:40 AM
Department Approval	ecreceli	04/10/2016 10:35:40 AM
Contract Manager Approval	sknigge	04/15/2016 16:17:16 PM
Budget Analyst Approval	drey nol2	04/18/2016 09:21:05 AM



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES  
4126 TECHNOLOGY WAY, SUITE 300  
CARSON CITY, NV 89706  
Telephone (775) 684-4400 • Fax (775) 684-4455  
dcfs.nv.gov

MEMORANDUM

TO: Patrick Cates, Director  
Department of Administration

THROUGH: *DKK for* Kelly Wooldridge, Administrator  
Division of Child and Family Services

THROUGH: Jason Holm, Administrative Services Officer *[Signature]*  
Division of Child and Family Services

DATE: 04/15/2016

SUBJECT: Retroactive Contract – Heirloom Homes

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A retroactive effective date of January 1, 2016 is requested for the Contract between the Division of Child and Family Services (DCFS) Northern Nevada Child and Adolescent Services (NNCAS) and Heirloom Homes for kitchen cabinet upgrade in the Family learning Homes.

The Division had a contract in place for the services but it expired on December 31<sup>st</sup>, 2015. Due to delays in approval of the original contract, the vendor did not have enough time to complete the project prior to December 31<sup>st</sup>. The Division had paid for the cabinets prior to the original contract termination date and scheduled installation and the vendor began work after December 31<sup>st</sup>.

The Division is requesting retroactive approval to ensure final completion of the project.

Thank you for your consideration of this request. If you have any questions, please do not hesitate to contact me at (775) 688-1600 Ext 312.

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17564**

Agency Name: <b>DEPARTMENT OF CORRECTIONS</b>	Legal Entity Name: <b>PARC Specialty Contractors</b>
Agency Code: <b>440</b>	Contractor Name: <b>PARC Specialty Contractors</b>
Appropriation Unit: <b>3710-09</b>	Address: <b>1400 Vinci Avenue</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Sacramento, CA 95838</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Andrew Goforth 916/992-5405</b>
	Vendor No.:
	NV Business ID: <b>NV19981275507</b>
To what State Fiscal Year(s) will the contract be charged? <b>2016</b>	

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<b>X</b> General Funds	<b>100.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/11/2016**

Anticipated BOE meeting date **04/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2016**

Contract term: **80 days**

4. Type of contract: **Contract**

Contract description: **Asbestos Removal**

5. Purpose of contract:

**This is a new contract to provide removal of flooring containing asbestos located at Northern Nevada Correctional Center.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$13,675.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The existing flooring at Northern Nevada Correctional Center Coffee Shop contains asbestos and requires a contractor licensed in the removal of asbestos. The flooring is being removed preparatory to the installation of new flooring. Abatement areas are to be cleared by the environmental consultant.

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

The department staff are not licensed for asbestos removal. No other state agency provides this service.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Advance Installations, Inc  
PARC Specialty Contractors  
Diversified

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

PARC Specialty Contractors was the lowest bidder.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a: Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	ssergent	03/09/2016 14:04:17 PM
Division Approval	jborrowm	03/14/2016 09:31:16 AM
Department Approval	jborrowm	03/14/2016 09:31:21 AM
Contract Manager Approval	jhardy	04/05/2016 11:07:52 AM
Budget Analyst Approval	cmurph3	04/11/2016 11:00:24 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17663**

Agency Name: **DEPARTMENT OF CORRECTIONS**  
 Agency Code: **440**  
 Appropriation Unit: **3759-09**  
 Is budget authority available?: **Yes**  
 If "No" please explain: Not Applicable

Legal Entity Name: American Chiller Service, Inc.  
 Contractor Name: **American Chiller Service, Inc.**  
 Address: **11328 Sunrise Gold Circle**  
 City/State/Zip: **Rancho Cordova, CA 95742-6508**  
 Contact/Phone: Ben Barlow 775/322-9900  
 Vendor No.: PUR0005542  
 NV Business ID: NV19921063155

To what State Fiscal Year(s) will the contract be charged? **2017-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<b>X</b> General Funds	<b>100.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**

Anticipated BOE meeting date 06/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2020**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Chiller PM**

5. Purpose of contract:

**This is a new contract that continues ongoing preventative maintenance inspections on the chillers at Lovelock Correctional Center.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$41,029.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

For the health and safety of staff and offenders.

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

The department does not have the expertise and/or equipment for this service. No other State agency offers these services.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Sierra Mechanical Plumbing & Air  
 Sierra Air  
 Reno Plumbing  
 All Pro Heating & Air Conditioning  
 American Chiller Service, Inc.

b. Solicitation Waiver: **Not Applicable**



c. Why was this contractor chosen in preference to other?

American Chiller Service, Inc. was the only bidder

d. Last bid date: 02/23/2016 Anticipated re-bid date: 02/21/2020

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

FY08 to current with Nevada Department of Corrections. Service has been verified as satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dbretche	04/06/2016 11:42:27 AM
Division Approval	dmartine	04/06/2016 14:48:02 PM
Department Approval	jborrowm	04/12/2016 08:08:10 AM
Contract Manager Approval	jhardy	04/15/2016 08:53:33 AM
Budget Analyst Approval	cmurph3	04/18/2016 14:00:10 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17608**

Agency Name: <b>DEPARTMENT OF AGRICULTURE</b>	Legal Entity Name: <b>URBAN ROOTS GARDEN CLASSROOM</b>
Agency Code: <b>550</b>	Contractor Name: <b>URBAN ROOTS GARDEN CLASSROOM</b>
Appropriation Unit: <b>2691-04</b>	Address: <b>3001 W 4TH STREET</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>RENO, NV 89523-8846</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Jeff Bryant 775/997-5989</b>
	Vendor No.: <b>T27031624</b>
	NV Business ID: <b>NV20091527616</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>100.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/07/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **09/30/2018**

Contract term: **2 years and 176 days**

4. Type of contract: **Contract**

Contract description: **Urban Roots**

5. Purpose of contract:

**This is a new contract to provide classroom lessons introducing students of all ages to healthy food choices, inspire a love of learning and help gardeners use sustainable practices for Northern Nevada.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$14,845.00**

Payment for services will be made at the rate of \$1,484.50 per Session (10)

#### II. JUSTIFICATION

7. What conditions require that this work be done?

This position is designed to help an intern gain experience within agriculture while improving Farm to School within state.

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

This is specifically an agriculture internship position.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This contractor is able to provide interns through a current program, and was the only bidder.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mston1	03/24/2016 15:26:00 PM
Division Approval	mston1	03/24/2016 15:26:03 PM
Department Approval	mston1	03/24/2016 15:26:04 PM
Contract Manager Approval	mston1	03/24/2016 15:26:07 PM
Budget Analyst Approval	hfield	04/07/2016 12:24:02 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17506**

Agency Name: <b>DPS-PAROLE &amp; PROBATION</b>	Legal Entity Name: <b>EDGEICO, INC. DBA</b>
Agency Code: <b>652</b>	Contractor Name: <b>EDGEICO, INC. DBA</b>
Appropriation Unit: <b>3740-04</b>	Address: <b>AVP ADVANCED VEHICLE PRODUCTS</b>
Is budget authority available?: <b>Yes</b>	<b>1051 OLSEN ST STE 3311</b>
If "No" please explain: <b>Not Applicable</b>	City/State/Zip: <b>HENDERSON, NV 89011-4029</b>
	Contact/Phone: <b>GARY PAYNE - NEVADA TERRITORY MANAGER 702-518-3622</b>
	Vendor No.: <b>PUR0005430</b>
	NV Business ID: <b>NV20111201700</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<b>X</b> General Funds	<b>100.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/08/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2017**

Contract term: **1 year and 83 days**

4. Type of contract: **Contract**

Contract description: **Radio/Cage Install**

5. Purpose of contract:

**This is a new contract to provide installation of two-way radios, security gate remote activators and prisoner partitions in up to 60 State Fleet Services vehicles leased by Nevada Division of Parole & Probation.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$31,140.00**

Other basis for payment: Lump sum payment upon receipt of each completed installation.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

P&P vehicles are used by officers for duties related to supervision of parolees and probationers, to include home visits, surveillance and transportation of offenders to jail. Radios are necessary for communication with dispatch and other officers related to these duties. Prisoner partitions provide protection for officers during transportation of offenders.

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

P&P has no employees trained in installation of this equipment, or the facilities to do so. Other state agencies who do, such as NHP, do not have resources to provide these services in a timely manner under all circumstances, due to requirements for servicing their agency's vehicles.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Advanced Vehicle Products, Henderson, NV  
Lehr Auto Electric, Sparks, NV  
Sierra Electronics, Sparks, NV  
Frontier Radio, Las Vegas, NV

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Lower cost than other responding vendors, and vendor is located in Clark County, where the vehicles are located.

d. Last bid date: 01/21/2016 Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	ssieber	02/23/2016 13:36:57 PM
Division Approval	jdibasil	03/31/2016 11:53:27 AM
Department Approval	mcar2	04/04/2016 08:30:36 AM
Contract Manager Approval	mcar2	04/04/2016 08:30:42 AM
Budget Analyst Approval	jrodrig9	04/07/2016 18:44:06 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>17033</b>	Amendment Number: <b>2</b>
Agency Name: <b>DPS-GENERAL SERVICES</b>	Legal Entity Name: <b>DeLung International, LLC</b>
Agency Code: <b>655</b>	Contractor Name: <b>DeLung International, LLC</b>
Appropriation Unit: <b>4702-30</b>	Address: <b>6635 West Happy Valley Road #A104-473</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Glendale, AZ 85310</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Jim Delung 628-333-5864</b>
	Vendor No.: <b>T29036756</b>
	NV Business ID: <b>NV20151516790</b>

To what State Fiscal Year(s) will the contract be charged? **2016**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<input checked="" type="checkbox"/> General Funds	<b>8.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
<input checked="" type="checkbox"/> Highway Funds	<b>92.00 %</b>	Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **09/21/2015**  
Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2016**

Contract term: **283 days**

4. Type of contract: **Contract**

Contract description: **Leadership training**

5. Purpose of contract:

**This is the second amendment to the original contract which provides "Executive Leadership in Law Enforcement" training for Department of Public Safety staff. This amendment increases the maximum amount from \$29,100 to \$44,100 to provide training for dispatch management staff.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$29,100.00	\$29,100.00	\$29,100.00	Yes - Info
a. Amendment 1:	\$0.00	\$0.00	\$29,100.00	No
2. Amount of current amendment (#2):	\$15,000.00	\$15,000.00	\$44,100.00	Yes - Info
3. New maximum contract amount:	\$44,100.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The current leadership at the Department of Public Safety has held a series of meetings with chiefs and administrators of DPS agencies to identify current trends, where DPS wants to be years down the road, and how to overcome the gap in the two positions. All those involved felt confident that by bringing together the DPS mindset and having a consistent leadership approach from top leaders, managers, supervisors, and all DPS employees, covering both civilian and sworn personnel, is the key to move as one in the same organizational direction and reach the goals of DPS.

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

There are no State employees with the expertise to provide this service.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Sole Source Contract (As Approved by Chief of Purchasing)**

**Approval #: 150901B**

**Approval Date: 09/04/2015**

c. Why was this contractor chosen in preference to other?

This vendor best meets the needs of the State.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
LLC

15. a. Is the Contractor Name the same as the legal Entity Name?  
Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?  
Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?  
Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	cpalme2	03/11/2016 10:26:33 AM
Division Approval	cpalme2	03/11/2016 10:26:38 AM
Department Approval	mcar2	03/11/2016 13:23:35 PM
Contract Manager Approval	mcar2	03/21/2016 14:23:30 PM
Budget Analyst Approval	jrodrig9	03/23/2016 09:07:09 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17604**

Agency Name: <b>DEPARTMENT OF WILDLIFE</b>	Legal Entity Name: <b>ALARMCO, INCORPORATED</b>
Agency Code: <b>702</b>	Contractor Name: <b>ALARMCO, INCORPORATED</b>
Appropriation Unit: <b>4461-07</b>	Address: <b>2007 LAS VEGAS BOULEVARD SOUTH</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>LAS VEGAS, NV 89104-2555</b>
If "No" please explain: Not Applicable	Contact/Phone: <b>702/382-5000</b>
	Vendor No.: <b>PUR0004868</b>
	NV Business ID: <b>NV19641000258</b>

To what State Fiscal Year(s) will the contract be charged? **2017-2020**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 % License Fees</b>
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

Agency Reference #: 16-47

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**  
Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2020**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Vegas Alarm**

5. Purpose of contract:

**This is a new contract for burglar and fire alarm maintenance at the Las Vegas, Henderson and Laughlin offices.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$11,760.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The contract provides for security system monitoring for the Department's Las Vegas office, Henderson office and Laughlin office. The Laughlin office also requires fire alarm maintenance. This contract is in place to protect the security/safety of the State of Nevada, Department of Wildlife's fixed assets and property.

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

The State of Nevada does not have the expertise in the area of providing, installing, maintaining, and monitoring alarm/fire equipment.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):



Alarmco  
Amazon Electric and Fire  
A-1 National Fire

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

No other vendor can maintain the current alarms installed by Alarmco.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Currently, NDOW is using Alarmco, Inc. for these services.

Satisfactory work

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dwendell	03/22/2016 13:22:19 PM
Division Approval	Igleason	03/23/2016 08:19:18 AM
Department Approval	eobrien	03/23/2016 11:44:07 AM
Contract Manager Approval	dwendell	03/23/2016 12:13:33 PM
Budget Analyst Approval	hfield	04/07/2016 14:22:46 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>15850</b>	Amendment Number: <b>1</b>
Agency Name: <b>DEPARTMENT OF WILDLIFE</b>	Legal Entity Name: <b>JOY BENNETT, CUSTOM CLEAN</b>
Agency Code: <b>702</b>	Contractor Name: <b>JOY BENNETT, CUSTOM CLEAN</b>
Appropriation Unit: <b>4461-10</b>	Address: <b>1527 WEST 366TH NORTH ST. P.O. BOX 151396</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>ELY, NV 89315-1205</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775/293-1062</b>
	Vendor No.: <b>T81105415</b>
	NV Business ID: <b>NV20151208188</b>

To what State Fiscal Year(s) will the contract be charged? **2015-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>25.00 % Boats and Application fees</b>
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b>	Other funding	<b>75.00 % Indirect Cost</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/09/2014**  
Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **07/01/2016**

Contract term: **1 year and 358 days**

4. Type of contract: **Contract**

Contract description: **Custom Clean in Ely**

5. Purpose of contract:

**This is the first amendment to the original contract to provide janitorial services for the Ely office. This amendment extends the termination date from July 1, 2016 to June 30, 2018 and increases the budget authority from \$14,400 to \$28,800 due to continued janitorial services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$14,400.00	\$14,400.00	\$14,400.00	Yes - Info
2. Amount of current amendment (#1):	\$14,400.00	\$14,400.00	\$28,800.00	Yes - Info
3. New maximum contract amount:	\$28,800.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

**Nevada Department of Wildlife office in Ely requires janitorial services.**

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

**Nevada Department of Wildlife office in Ely does not have staff to perform the janitorial services.**

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Janelle Doutre  
Constance Roberts  
Joy Bennett, Custom Clean

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This vendor meets the needs of the agency.

d. Last bid date: 05/27/2014 Anticipated re-bid date: 07/01/2016

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

currently with NDOW  
Satisfactory service

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:  
Sole Proprietor

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dwendell	03/21/2016 15:38:02 PM
Division Approval	lgleason	03/23/2016 08:26:51 AM
Department Approval	eobrien	03/28/2016 11:11:45 AM
Contract Manager Approval	dwendell	03/28/2016 11:22:42 AM
Budget Analyst Approval	hfield	04/08/2016 08:13:58 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **15904** Amendment Number: **1**  
 Agency Name: **DEPARTMENT OF WILDLIFE** Legal Entity Name: **VILU Janitorial**  
 Agency Code: **702** Contractor Name: **VILU Janitorial**  
 Appropriation Unit: **4461-10** Address: **891 OUDERKIRK AVE**  
 Is budget authority available?: **Yes** City/State/Zip: **ELKO, NV 89801-4242**  
 If "No" please explain: **Not Applicable** Contact/Phone: **775/738-1336**  
 Vendor No.: **T81080518**  
 NV Business ID: **NV20141409060**

To what State Fiscal Year(s) will the contract be charged? **2015-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 % Sportsmen</b>
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

Agency Reference #: 14-63

2. Contract start date:  
 a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/17/2014**  
 Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **07/01/2016**  
 Contract term: **3 years and 349 days**

4. Type of contract: **Contract**  
 Contract description: **Elko Janitorial**

5. Purpose of contract:  
**This is the first amendment to the original contract to provide janitorial services for the Elko office. This amendment extends the termination date from July 1, 2016 to June 30, 2018 and increases the budget authority from \$21,456.00 to \$42,912.00 due to continued janitorial services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$21,456.00	\$21,456.00	\$21,456.00	Yes - Info
2. Amount of current amendment (#1):	\$21,456.00	\$21,456.00	\$42,912.00	Yes - Info
3. New maximum contract amount:	\$42,912.00			
and/or the termination date of the original contract has changed to:	06/30/2018			

#### II. JUSTIFICATION

7. What conditions require that this work be done?  
**Janitorial services needed.**

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

There is not a Buildings and Grounds office to provide this service in Elko.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Joy Bennett  
Top Facility Services  
Vilu Janitorial

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Lowest qualified bidding vendor.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

NDOW contract 2010.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dwendell	03/14/2016 09:32:17 AM
Division Approval	Igleason	03/14/2016 11:32:42 AM
Department Approval	eobrien	03/15/2016 13:06:18 PM
Contract Manager Approval	dwendell	03/15/2016 13:45:51 PM
Budget Analyst Approval	hfield	03/30/2016 16:16:50 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17574**

Agency Name: <b>DEPARTMENT OF WILDLIFE</b>	Legal Entity Name: <b>Canyons West Guide Service, LLC.</b>
Agency Code: <b>702</b>	Contractor Name: <b>Canyons West Guide Service, LLC.</b>
Appropriation Unit: <b>4464-12</b>	Address: <b>827 Ashburn Drive</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Spring Creek, NV 89815</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775-934-2557</b>
	Vendor No.:
	NV Business ID: <b>NV20151057902</b>
To what State Fiscal Year(s) will the contract be charged? <b>2016</b>	

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>100.00 %</b>	<b>Predator fees</b>
Federal Funds	0.00 %		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

Agency Reference #: 16-46

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **03/30/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2016**

Contract term: **92 days**

4. Type of contract: **Contract**

Contract description: **Snowstorm Mtn**

5. Purpose of contract:

**This is a new contract to provide mountain lion removal, a collection of biological samples and a recording of all hunt routes locations in the Snowstorm Mountains.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$25,000.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

To remove mountain lions, collecting biological samples, and recording all hunt routes and important locations on a handheld GPS unit.

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

The Department of Wildlife does not have the needed equipment.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Canyons West  
Humboldt Wildlife  
Brian Jansen, Ph.D.

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Overall qualifications and cost

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	Igleason	03/25/2016 14:50:03 PM
Division Approval	Igleason	03/25/2016 14:50:06 PM
Department Approval	eobrien	03/28/2016 16:02:38 PM
Contract Manager Approval	dwendell	03/30/2016 08:22:35 AM
Budget Analyst Approval	hfield	03/30/2016 15:21:30 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17624**

Agency Name: <b>DEPARTMENT OF WILDLIFE</b>	Legal Entity Name: <b>U.S. FISH AND WILDLIFE SERVICE</b>
Agency Code: <b>702</b>	Contractor Name: <b>U.S. FISH AND WILDLIFE SERVICE</b>
Appropriation Unit: <b>4467-13</b>	Address: <b>1340 Financial Blvd. Suite 234</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Reno, NV 89502</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775-861-6300</b>
	Vendor No.: <b>T81074212</b>
	NV Business ID: <b>N/A</b>
To what State Fiscal Year(s) will the contract be charged? <b>2016-2019</b>	

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	<b>X</b>	Fees	<b>30.00 %</b>	<b>Sportsmen</b>
<b>X</b> Federal Funds	<b>70.00 %</b>		Bonds	0.00 %	
Highway Funds	0.00 %		Other funding	0.00 %	

Agency Reference #: 16-49

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/08/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **03/31/2019**

Contract term: **2 years and 357 days**

4. Type of contract: **Interlocal Agreement**

Contract description: **Spotted Frog**

5. Purpose of contract:

**This is a new interlocal agreement that provides research to track changes in Columbia Spotted Frog populations within the Great Basin distinct population segment.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$40,000.00**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

This research project will set a baseline of genetic information.

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

NDOW does not have the necessary equipment for this study.

9. Were quotes or proposals solicited? **No**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

**Not Applicable**

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This is an interlocal agreement with a government agency.



d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

**No**

b. 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?

**No**

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

**No** If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

**No** If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

**No** If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:

Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	dwendell	03/29/2016 14:06:35 PM
Division Approval	Igleason	03/29/2016 15:36:54 PM
Department Approval	eobrien	03/31/2016 11:41:35 AM
Contract Manager Approval	dwendell	04/07/2016 07:46:19 AM
Budget Analyst Approval	hfield	04/08/2016 09:10:50 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17644**

Agency Name: <b>DCNR - FORESTRY DIVISION</b>	Legal Entity Name: <b>Ruby Mountain HVAC and Refrigeration</b>
Agency Code: <b>706</b>	Contractor Name: <b>Ruby Mountain HVAC and Refrigeration</b>
Appropriation Unit: <b>4195-07</b>	Address: <b>2255 Last Chance Road</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Elko, NV 89801-8836</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775-738-9375</b>
	Vendor No.: <b>T32002958</b>
	NV Business ID: <b>NV20111013678</b>

To what State Fiscal Year(s) will the contract be charged? **2016**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

<b>X</b> General Funds	<b>100.00 %</b>	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **NDF16-026**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/12/2016**

Anticipated BOE meeting date **04/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **05/31/2016**

Contract term: **49 days**

4. Type of contract: **Contract**

Contract description: **HVAC Repairs**

5. Purpose of contract:

**This is a new contract to provide Heating, Ventilation and Air Conditioning repair services at the Elko Interagency Dispatch Center.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$15,975.00**

Payment for services will be made at the rate of \$0.00 per N/A

Other basis for payment: Payment will be made upon successful completion of the repairs and receipt/approval of contractor invoice.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The Elko Interagency Dispatch Center is a 24-hour dispatch center. The HVAC system at the center needs to operate at maximum efficiency in order to prevent system failure which would jeopardize the operations at the center. Currently, the system has an inoperable chiller compressor and a broken pump in the boiler room. These items need to be repaired or replaced to ensure efficient operation of the system.

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

The services needed require the specialized skills of a licensed HVAC/refrigeration contractor in the Elko area.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Ruby Mountain HVAC and Refrigeration  
Summit Plumbing  
Plumb Line Mechanical Inc.

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This vendor was selected as the best value for the State of Nevada and Division of Forestry.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

LLC

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jkidd	04/07/2016 07:52:50 AM
Division Approval	dprather	04/07/2016 08:29:37 AM
Department Approval	dprather	04/07/2016 08:29:41 AM
Contract Manager Approval	ldunn	04/07/2016 08:57:03 AM
Budget Analyst Approval	sewart	04/12/2016 08:20:50 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17678**

Agency Name: <b>DCNR - STATE LANDS</b>	Legal Entity Name: <b>FACILITIES MANAGEMENT INC</b>
Agency Code: <b>707</b>	Contractor Name: <b>FACILITIES MANAGEMENT INC</b>
Appropriation Unit: <b>4174-10</b>	Address: <b>504 E MUSSER ST</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>CARSON CITY, NV 89701-4239</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>775/691-1238</b>
	Vendor No.: <b>T27006705</b>
	NV Business ID: <b>C15464-2001</b>
To what State Fiscal Year(s) will the contract be charged?	<b>2016-2017</b>

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Division of State Lands Revolving Fund</b>

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/14/2016**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **07/05/2016**

Contract term: **82 days**

4. Type of contract: **Contract**

Contract description: **Facility Management**

5. Purpose of contract:

**This is a new contract to remove a domestic water intake line located on the bed of Lake Tahoe, lakeward of 422 Gonowabie Road, Crystal Bay, NV. The agency has attempted to work with the owner of the trespassing structure over a period of 4 years with no results, as such the agency pursued a court judgment. Judgment was passed by Washoe County Second Judicial Court under Case no. CV15-01390, allowing the Agency to remove the water line by utilizing the services and equipment of a licensed contractor.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$3,190.00**

Other basis for payment: Contractor will provide invoice for services rendered at the time of completion.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Agency has attempted to work with owner to remove the trespassing structure over a period of 4 years with no results, as such the agency pursued a court judgment. Judgment was passed by the Washoe County Second Judicial Court under Case no. CV15-01390 allowing the Agency to remove the water line by utilizing the services and equipment of a licensed contractor.

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

Agency does not have staff or equipment to complete this type of work.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Sierra Nevada Drilling and Pump LLC  
Jim Groth Excavation  
Canyon Creek Construction, Inc.  
JNJ Engineering Construction  
Burdick

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

This is the only vendor who responded and submitted a bid.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	bre00	04/07/2016 16:58:36 PM
Division Approval	bre00	04/07/2016 16:58:40 PM
Department Approval	abrook1	04/08/2016 11:56:18 AM
Contract Manager Approval	bre00	04/11/2016 09:27:27 AM
Budget Analyst Approval	sewart	04/14/2016 13:51:10 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17547**

Agency Name: <b>DCNR - ENVIRONMENTAL PROTECTION</b>	Legal Entity Name: <b>WATERSHED ASSESSMENT</b>
Agency Code: <b>709</b>	Contractor Name: <b>WATERSHED ASSESSMENT</b>
Appropriation Unit: <b>3193-20</b>	Address: <b>ASSOCIATES LLC 1861 Chrisler Ave</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>SCHENECTADY, NY 12305</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>J. Kelly Nolan 518/346-0225</b>
	Vendor No.: <b>T29031977</b>
	NV Business ID: <b>NV20121502845</b>

To what State Fiscal Year(s) will the contract be charged? **2017-2019**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>100.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **DEP16-032**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2016**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **06/30/2019**

Contract term: **2 years and 364 days**

4. Type of contract: **Contract**

Contract description: **Sample Analysis**

5. Purpose of contract:

**This is a new contract to provide for the identification and characterization of benthic macroinvertebrate (aquatic insects) and periphyton (algae) samples to assess the ecological health of Nevada's rivers and streams.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$43,500.00**

Other basis for payment: **Billing will be submitted quarterly, based on work completed.**

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The federal Clean Water Act (section 106) and State regulations require Nevada Division of Environmental Protection to periodically evaluate the health of Nevada's waters, and review associated water quality standards. This contract is needed for the analyses of biological samples (aquatic insects and algae) to provide for a holistic assessment of the condition of waters of the State.

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

Analytical work requires a laboratory, taxonomy expertise and turnaround time that is not available through NDEP or other State of Nevada agencies.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

GEI Consulting  
EcoAnalysts  
Watershed Associates Inc

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Contract is <\$25,000.00 per year. EcoAnalysts, GEI Consulting and Watershed Assessments, Inc., Associates and Watershed Assessment Associates, Inc. were the only entities to respond to the request for quote. Watershed Assessment Associates, Inc. submitted the lowest price.

d. Last bid date: 01/04/2016 Anticipated re-bid date:

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	randrews	03/08/2016 08:58:41 AM
Division Approval	ksertic	04/13/2016 13:09:54 PM
Department Approval	ksertic	04/13/2016 13:09:57 PM
Contract Manager Approval	ssimpso2	04/13/2016 13:12:29 PM
Budget Analyst Approval	sewart	04/14/2016 14:18:09 PM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **17405**

Agency Name: <b>DETR - REHABILITATION DIVISION</b>	Legal Entity Name: <b>Taylor Fleet Solution</b>
Agency Code: <b>901</b>	Contractor Name: <b>Taylor Fleet Solution</b>
Appropriation Unit: <b>3253-10</b>	Address: <b>4022 Ponderosa Way</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>Las Vegas, NV 89118</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>Steven Rueben 702-270-4653</b>
	Vendor No.: <b>PUR0005063</b>
	NV Business ID: <b>NV20091133847</b>
To what State Fiscal Year(s) will the contract be charged?	<b>2016-2018</b>

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % Business Enterprise Set-Aside</b>

Agency Reference #: **2048-20-BEN**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **04/07/2016**

Anticipated BOE meeting date **01/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Termination Date: **03/31/2018**

Contract term: **1 year and 358 days**

4. Type of contract: **Contract**

Contract description: **LV Utility Cart Rpr**

5. Purpose of contract:

**This is a new contract to provide maintenance and repair services on golf cars/utility carts utilized by operators of the Business Enterprise of Nevada (BEN). Regular service is necessary for the continued safe operation of existing and future cars/carts within the BEN program.**

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$14,000.00**

Other basis for payment: Trip Charge: \$65 per trip; \$85/hr. (Monday - Friday 7:30am - 4:00pm); \$150/hr. all other times. Work will be performed on a work order basis, as needed, invoices will be paid upon acceptance of the work performed by authorized BEN personal; SFY16: \$6,500 and SFY17: \$7,500 with the total contract amount not to exceed \$14,000.

#### II. JUSTIFICATION

7. What conditions require that this work be done?

The BEN program has utility cars in excess of \$5,500 each that need proper maintenance to be operationally safe. BEN operators depend on the carts for the operation of their food service sites and BEN is statutorily obligated to provide all necessary support to the BEN operators.

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

State employees are not skilled or trained to perform this type of service.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**



a. List the names of vendors that were solicited to submit proposals (include at least three):

Banner Golf Cards  
TFS Golf & Utility  
Wheels in Motion

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Lowest cost qualified vendor

d. Last bid date: 11/17/2015 Anticipated re-bid date: 11/15/2019

10. Does the contract contain any IT components? No

**III. OTHER INFORMATION**

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

The vendor has been under contract with Veteran's Services since 12/2014 and DHHS since 07/2013 and the work has been satisfactory.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:

Nevada Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	mgassawa	01/25/2016 16:15:24 PM
Division Approval	shendren	02/02/2016 08:55:42 AM
Department Approval	jmcentee	02/29/2016 13:46:41 PM
Contract Manager Approval	kwynands	03/03/2016 13:44:24 PM
Budget Analyst Approval	tgreenam	04/07/2016 10:59:16 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: <b>16785</b>	Amendment Number: <b>3</b>
Agency Name: <b>DETR - EMPLOYMENT SECURITY DIVISION</b>	Legal Entity Name: <b>WORKFORCE CONNECTIONS</b>
Agency Code: <b>902</b>	Contractor Name: <b>WORKFORCE CONNECTIONS</b>
Appropriation Unit: <b>4770-11</b>	Address: <b>6330 W CHARLESTON BLVD STE 150</b>
Is budget authority available?: <b>Yes</b>	City/State/Zip: <b>LAS VEGAS, NV 89146-1183</b>
If "No" please explain: <b>Not Applicable</b>	Contact/Phone: <b>702/638-8750</b>
	Vendor No.: <b>T81079028</b>
	NV Business ID: <b>GOVERNMENTAL Entity</b>

To what State Fiscal Year(s) will the contract be charged? **2016-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>100.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **PY15-A-02**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2015**  
 Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2017**

Contract term: **2 years**

4. Type of contract: **Interlocal Agreement**

Contract description: **WIOA Adult Funds**

5. Purpose of contract:

**This is the third amendment to the original interlocal agreement which provides employment and training services to Adults in southern Nevada as required by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Code of Federal Regulations Part 652 et al). This amendment revises Attachment AAA's budget detail by introducing Attachment AAAA and increasing the maximum amount from \$7,363,530 to \$7,375,010 due to Department of Labor's decision to revert back to the original WIOA fund allocations, necessitating a modification of the consideration.**

6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$7,375,010.00	\$7,375,010.00	\$7,375,010.00	Yes - Action
a. Amendment 1:	\$0.00	\$0.00	\$0.00	No
b. Amendment 2:	-\$11,480.00	-\$11,480.00	-\$11,480.00	Yes - Info
2. Amount of current amendment (#3):	\$11,480.00	\$11,480.00	\$0.00	Yes - Info
3. New maximum contract amount:	\$7,375,010.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

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

The Governor's Workforce Investment Board designated the Local Workforce Investment Boards to facilitate the required employment and training services in compliance with WIOA.

9. Were quotes or proposals solicited? No  
Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Workforce Connections has been under contract with the Department of Employment, Training and Rehabilitation since 1999 and has performed satisfactorily.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:  
Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jbende2	03/21/2016 09:52:33 AM
Division Approval	rolso1	03/21/2016 15:38:32 PM
Department Approval	jmcentee	03/23/2016 16:13:24 PM
Contract Manager Approval	kwynands	03/25/2016 12:47:24 PM
Budget Analyst Approval	tgreenam	03/29/2016 09:45:00 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **16789** Amendment Number: **3**

Agency Name: **DETR - EMPLOYMENT SECURITY DIVISION** Legal Entity Name: **WORKFORCE CONNECTIONS**

Agency Code: **902** Contractor Name: **WORKFORCE CONNECTIONS**

Appropriation Unit: **4770-11** Address: **6330 W CHARLESTON BLVD STE 150**

Is budget authority available?: **Yes** City/State/Zip: **LAS VEGAS, NV 89146-1183**

If "No" please explain: **Not Applicable** Contact/Phone: **702/638-8750**

Vendor No.: **T81079028**

NV Business ID: **Governmental Entity**

To what State Fiscal Year(s) will the contract be charged? **2016-2017**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
<b>X</b> Federal Funds	<b>100.00 %</b>	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **PY15-DW-02**

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **07/01/2015**

Anticipated BOE meeting date **05/2016**

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **06/30/2017**

Contract term: **2 years**

4. Type of contract: **Interlocal Agreement**

Contract description: **WIOA DW Funds**

5. Purpose of contract:

**This is the third amendment to the original interlocal agreement which provides employment and training services to Dislocated Workers in southern Nevada as required by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Code of Federal Regulations Part 652 et al). This amendment revises Attachment AAA's budget detail by introducing Attachment AAAA and increasing the maximum amount from \$4,437,868 to \$4,448,425 due to Department of Labor's decision to revert back to the original WIOA fund allocations, necessitating a modification of the consideration.**

6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$4,448,425.00	\$4,448,425.00	\$4,448,425.00	Yes - Action
a. Amendment 1:	\$0.00	\$0.00	\$0.00	No
b. Amendment 2:	-\$10,557.00	-\$10,557.00	-\$10,557.00	Yes - Info
2. Amount of current amendment (#3):	\$10,557.00	\$10,557.00	\$0.00	Yes - Info
3. New maximum contract amount:	\$4,448,425.00			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Workforce Innovation and Opportunity Act (WIOA) of 2014.

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

The Governor's Workforce Investment Board designated the Local Workforce Investment Boards to facilitate the required employment and training services in compliance with WIOA.

9. Were quotes or proposals solicited? No

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Not Applicable

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Workforce Connections has been under contract with the Department of Employment, Training and Rehabilitation since 1999 and has performed satisfactorily.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:

Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jbende2	03/21/2016 09:51:14 AM
Division Approval	rolso1	03/21/2016 15:38:00 PM
Department Approval	jmcentee	03/23/2016 16:12:48 PM
Contract Manager Approval	kwynands	03/25/2016 12:42:19 PM
Budget Analyst Approval	tgreenam	03/29/2016 09:35:30 AM

### CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

#### I. DESCRIPTION OF CONTRACT

1. Contract Number: **15608** Amendment Number: **2**

Agency Name: **DETR - EMPLOYMENT SECURITY DIVISION** Legal Entity Name: **GEN TECH OF NEVADA INC**

Agency Code: **902** Contractor Name: **GEN TECH OF NEVADA INC**

Appropriation Unit: **4771-07** Address: **4785 Copper Sage Street #A**

Is budget authority available?: **Yes** City/State/Zip: **Las Vegas, NV 89115**

If "No" please explain: **Not Applicable** Contact/Phone: **Charmayne Rotroff 623/937-1719**

Vendor No.: **PUR0003001**

NV Business ID: **NV20001341759**

To what State Fiscal Year(s) will the contract be charged? **2014-2018**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
Federal Funds	0.00 %	Bonds	0.00 %
Highway Funds	0.00 %	<b>X</b> Other funding	<b>100.00 % ESD Special Fund</b>

Agency Reference #: 1901-16-DETR

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **06/01/2014**

Anticipated BOE meeting date 05/2016

Retroactive? **No**

If "Yes", please explain

**Not Applicable**

3. Previously Approved Termination Date: **05/31/2016**

Contract term: **4 years**

4. Type of contract: **Contract**

Contract description: **Generator Maint.**

5. Purpose of contract:

**This is the second amendment to the original contract which provides annual scheduled maintenance, load testing, and biweekly operational inspection for the KATOLKITE 1500 kilowatt diesel generator, which is located at 2800 E. St. Louis Avenue, Las Vegas. This amendment increases the maximum amount from \$33,368.08 to \$49,999.99 and extends the Contract term from May 31, 2016 to May 31, 2018 due to the continued need for these services.**

#### 6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$21,560.08	\$21,560.08	\$21,560.08	Yes - Info
a. Amendment 1:	\$11,808.00	\$11,808.00	\$33,368.08	Yes - Info
2. Amount of current amendment (#2):	\$16,631.91	\$28,439.91	\$49,999.99	Yes - Info
3. New maximum contract amount:	\$49,999.99			
and/or the termination date of the original contract has changed to:	05/31/2018			

#### II. JUSTIFICATION

7. What conditions require that this work be done?

Maintenance, battery, and belt replacement is required for proper operation of this generator.

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

State employees do not have the expertise to perform this work.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

Southwest Power Solutions  
Loftin Equipment  
Gen-Tech of Nevada

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

Lowest price.

d. Last bid date: 03/03/2014 Anticipated re-bid date: 03/03/2018

10. Does the contract contain any IT components? No

### III. OTHER INFORMATION

11. a. 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?

No

b. 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?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Gen-Tech of Nevada has provided the Department with satisfactory service since 2014.

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is registered with the Nevada Secretary of State's Office as a:  
Foreign Corporation

15. a. Is the Contractor Name the same as the legal Entity Name?

Yes

16. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

17. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

18. Agency Field Contract Monitor:

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	jbende2	03/21/2016 09:50:34 AM
Division Approval	jmcentee	03/23/2016 16:14:12 PM
Department Approval	jmcentee	03/23/2016 16:14:14 PM
Contract Manager Approval	btaylo7	03/28/2016 11:24:31 AM
Budget Analyst Approval	tgreenam	03/29/2016 09:27:13 AM

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director

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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 18, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Paul Nicks, Budget Analyst  
Budget Division  
Subject: BOARD OF EXAMINERS **INFORMATION** ITEM

The following describes an information item submitted for placement on the agenda of the next Board of Examiners meeting:

**DEPARTMENT OF MOTOR VEHICLES – COMPLETE STREETS PROGRAM**

Agenda Item Write-up:

Pursuant to NRS 482.480, Subsection 11, the Department of Motor Vehicles shall certify to the State Board of Examiners the amount of the voluntary contributions collected for each county by the department and its agents, and that the money has been distributed as provided in statute. This report is for the period beginning July 1, 2015 and ending March 31, 2015.

Additional Information:

The department shall deduct and withhold one percent of the contributions collected pursuant to statute to reimburse the department of its expenditures in collecting and distributing the contributions. The department began accepting contributions on December 15, 2014. The last report provided to the February 16, 2016 Board of Examiners was for the period from July through December.

Statutory Authority: NRS 482.480, Subsection 11

REVIEWED: _____
INFO ITEM: _____



**Brian Sandoval**  
Governor



**Terri L. Albertson**  
Director

555 Wright Way  
Carson City, Nevada 89711-0900  
Telephone (775) 684-4368  
www.dmvnv.com

April 8, 2016

Board of Examiners

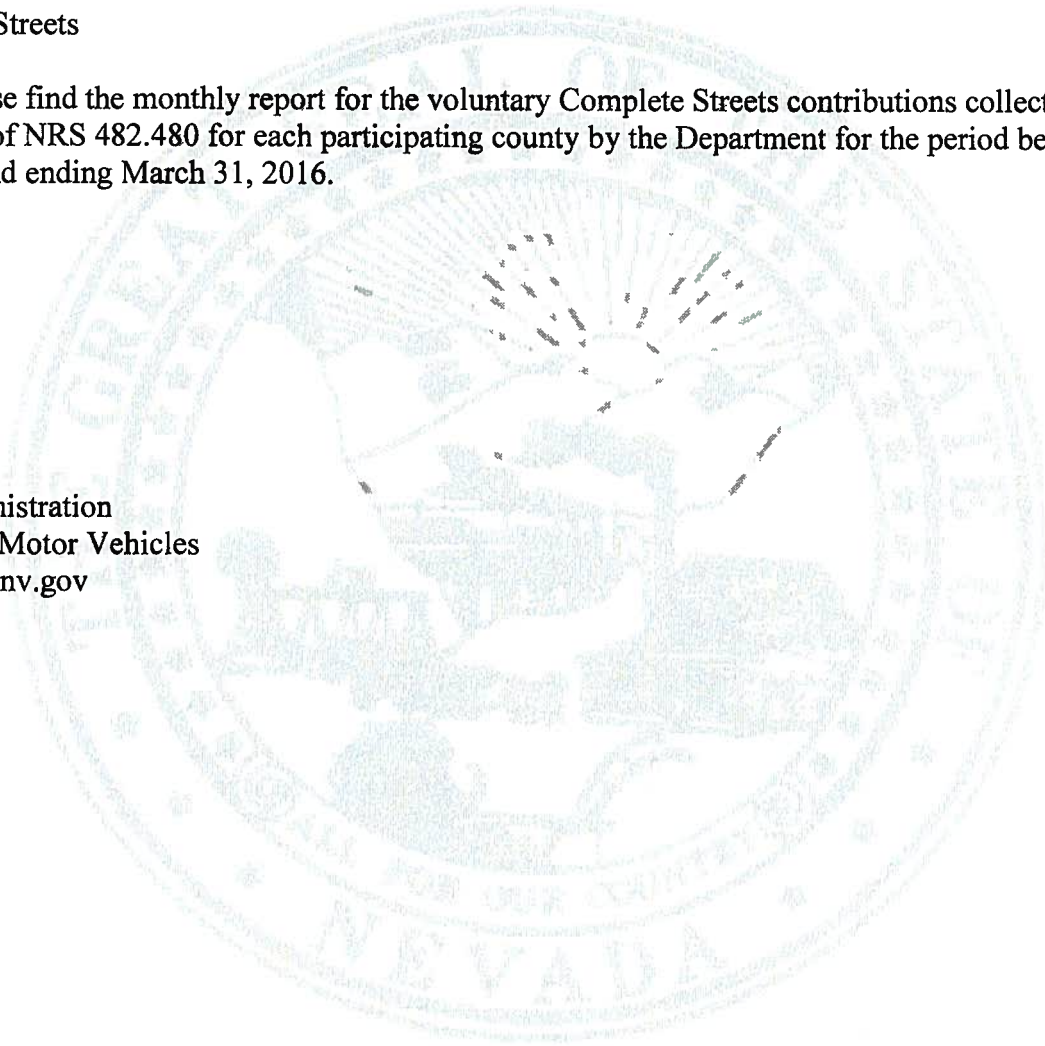
Re: Complete Streets

Attached, please find the monthly report for the voluntary Complete Streets contributions collected pursuant to subsection 11 of NRS 482.480 for each participating county by the Department for the period beginning July 1, 2015 and ending March 31, 2016.

Sincerely,

Cyndie Munoz

Chief of Administration  
Department of Motor Vehicles  
cmunoz@dmv.nv.gov  
775-684-4501



Department of Motor Vehicles  
 Complete Streets Report: Donations  
 2016

County	July	August	September	October	November	December	January	February	March	Year To Date	
<b>Carson City</b>	Donations	411	436	415	377	312	368	365	421	3,417	
	Registrations	3,309	3,311	3,094	2,895	2,619	2,664	2,872	3,338	26,630	
	Percent that Donated	12.42%	13.17%	13.41%	13.02%	11.91%	12.34%	13.81%	12.71%	12.61%	12.83%
	<b>Clark</b>										
Donations	10,593	10,275	10,087	9,641	8,283	8,553	9,360	9,894	11,823	88,509	
Registrations	73,950	71,395	70,395	65,122	60,231	63,197	66,250	67,728	79,045	617,313	
Percent that Donated	14.32%	14.39%	14.33%	14.80%	13.75%	13.53%	14.13%	14.61%	14.96%	14.34%	
<b>Washoe</b>											
Donations	2,274	2,253	2,149	2,017	1,785	1,693	1,929	2,012	2,416	18,528	
Registrations	21,988	21,519	20,075	18,046	16,024	16,238	17,183	17,818	20,811	169,702	
Percent that Donated	10.34%	10.47%	10.70%	11.18%	11.14%	10.43%	11.23%	11.29%	11.61%	10.92%	

Notes

1. Registration transaction counts come from: G:\Crystal Report\VR\Registrations\New and Renewal Registrations
2. Registration transactions include new registrations and registration renewals completed on the Kiosk, Web and MyDMV Portal only.

Department of Motor Vehicles  
 Complete Streets: Monthly Report FY16  
 Report Date: 4/9/2016  
 Reporting Period: March, 2016

County	Contributions												Year to Date
	July	August	September	October	November	December	January	February	March	Amount	% of Total		
Carson City	\$ 822.00	\$ 872.00	\$ 830.00	\$ 754.00	\$ 624.00	\$ 624.00	\$ 738.00	\$ 730.00	\$ 842.00	\$ 6,634.00	3.09%		
Clark	\$ 21,188.00	\$ 20,550.00	\$ 20,174.00	\$ 19,282.00	\$ 18,566.00	\$ 17,106.00	\$ 18,720.00	\$ 19,788.00	\$ 23,646.00	\$ 177,016.00	80.13%		
Washoe	\$ 4,548.00	\$ 4,506.00	\$ 4,298.00	\$ 4,034.00	\$ 3,570.00	\$ 3,386.00	\$ 3,858.00	\$ 4,024.00	\$ 4,832.00	\$ 37,056.00	16.77%		
<b>Total</b>	<b>\$26,558.00</b>	<b>\$25,928.00</b>	<b>\$25,302.00</b>	<b>\$24,070.00</b>	<b>\$20,760.00</b>	<b>\$21,116.00</b>	<b>\$23,314.00</b>	<b>\$24,542.00</b>	<b>\$29,320.00</b>	<b>\$220,908.00</b>	<b>100%</b>		

County	DMV Commission (1%)												Year to Date
	July	August	September	October	November	December	January	February	March	Amount	% of Total		
Carson City	\$8.22	\$8.72	\$8.30	\$7.54	\$6.24	\$6.24	\$7.38	\$7.30	\$8.42	\$68.34	3.09%		
Clark	\$211.86	\$205.50	\$201.74	\$192.82	\$165.66	\$171.06	\$197.20	\$197.88	\$236.46	\$1,770.18	80.13%		
Washoe	\$45.48	\$45.06	\$42.98	\$40.34	\$35.70	\$33.86	\$38.58	\$40.24	\$48.32	\$370.56	16.77%		
<b>Total</b>	<b>\$265.56</b>	<b>\$259.28</b>	<b>\$253.02</b>	<b>\$240.70</b>	<b>\$207.60</b>	<b>\$211.16</b>	<b>\$233.14</b>	<b>\$245.42</b>	<b>\$293.20</b>	<b>\$2,208.08</b>	<b>100%</b>		

County	Distributions												Year to Date
	July	August	September	October	November	December	January	February	March	Amount	% of Total		
Carson City	\$813.78	\$883.28	\$821.70	\$746.46	\$617.76	\$617.76	\$728.64	\$728.64	\$83.58	\$6,795.66	3.09%		
Clark	\$20,974.14	\$20,344.50	\$19,872.28	\$19,088.18	\$16,000.34	\$18,934.94	\$18,532.80	\$19,590.12	\$23,409.54	\$175,247.82	80.13%		
Washoe	\$4,502.62	\$4,460.94	\$4,255.02	\$3,993.66	\$3,534.30	\$3,352.14	\$3,819.42	\$3,983.76	\$4,783.89	\$36,985.44	16.77%		
<b>Total</b>	<b>\$25,290.44</b>	<b>\$25,668.72</b>	<b>\$25,048.98</b>	<b>\$23,828.30</b>	<b>\$20,652.40</b>	<b>\$20,904.84</b>	<b>\$23,080.86</b>	<b>\$24,298.58</b>	<b>\$29,028.80</b>	<b>\$218,698.92</b>	<b>100%</b>		

Note:  
 1. DMV began accepting contributions on 12/15/14.

Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Janet Murphy  
Deputy Director

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

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

Date: April 18, 2016  
To: James R. Wells, Clerk of the Board  
Governor's Finance Office  
From: Paul Nicks, Budget Analyst  
Budget Division  
Subject: BOARD OF EXAMINERS **INFORMATION** ITEM

The following describes an information item submitted for placement on the agenda of the next Board of Examiners meeting:

**DEPARTMENT OF MOTOR VEHICLES – COMPLETE STREETS PROGRAM**

Agenda Item Write-up:

Per the Governor's request during the November BOE meeting, a letter was sent to Clark and Washoe counties and Carson City Consolidated Municipality requesting a report on how the Complete Streets Program funds are being utilized. This report is for all funds received through March 2015.

Additional Information:

The three recipients of the funds will continue to provide quarterly reports on how the funds are being utilized.

Statutory Authority: NRS 244.2643, NRS 277A.285 and NRS 403.573

<b>REVIEWED:</b> <u>                    </u>
<b>INFO ITEM:</b> <u>                    </u>



600 S. Grand Central Pkwy. • Las Vegas, Nevada 89106-4512 • 702-676-1500 • FAX: 702-676-1518

Tina Quigley,  
General Manager

April 14, 2016

Mr. Paul Nicks, Budget Analyst  
State of Nevada – Governor’s Finance Office  
209 E. Musser Street, Room 200  
Carson City, NV 89701-4298

Dear Mr. Nicks:

I am writing to provide the update for the 1<sup>st</sup> Quarter of 2016 on the RTC’s activities on projects to be funded with the Complete Streets Program funds (CSP funds).

As stated in our Q4 2015 report, in 2015 the RTC received a total of \$130,119.66 in CSP funds from the DMV, which have been allocated to the following two projects to be completed during 2016:

**1. City of Mesquite “Share the Road” Bike Signage project (\$12,000.00 allocation).**

The interlocal contract between the RTC and the city of Mesquite (COM) was executed on February 11, 2016. As of March 31, 2016, COM indicates that they have ordered all the signs and sign posts for the Share the Road bike signage, and installation is scheduled to be performed between April 25 and April 29, 2016 as their streets department crew is available. Construction is on schedule for completion on or before June 30, 2016.

**2. City of Las Vegas Complete Street Improvements projects (\$118,119.66 allocation).**

The interlocal contract between the RTC and the city of Las Vegas (CLV) was executed on February 11, 2016. CLV has provided the attached **Table 1** describing the status of their thirteen project sites. Construction is on schedule to be complete on or before June 30, 2016.

Additionally, RTC’s Government Affairs representatives have completed draft shooting scripts and have reached out to elected officials in the local jurisdictions to determine their availability to film the complete streets informational videos. The videos, to be funded by the RTC, will describe the benefits of complete streets, how the projects are funded, and how simple it is for people to contribute to the CSP fund when they register their vehicles with DMV. The videos are scheduled to be complete on or before June 30, 2016.

Finally, during Q1 2016 RTC received a total of \$55,057.86 in CSP funds from the DMV as follows:

01/14/2016	\$16,934.94
02/04/2016	\$18,532.80
03/08/2016	\$19,590.12
	<u>\$55,057.86</u>

These funds will accrue until the end of 2016, at which time the local jurisdictions will meet to allocate the 2016 CSP proceeds to the complete streets project(s) to be constructed during 2017 as described in the Q4 2015 report.

Should you have any questions or require any additional information, please don't hesitate to contact me at (702) 676-1612 or by email to [handm@rtcsonv.com](mailto:handm@rtcsonv.com).

Sincerely,



Paul M. (Mike) Hand, P.E.  
Director of Engineering Services – Streets & Highways

Attachment

cc: (via e-mail)

Tina Quigley, General Manager  
Fred Ohene, Deputy General Manager  
Aileen Magnera, Advertising & Creative Supervisor  
Mike Janssen, Deputy Director/Transportation Manager, City of Las Vegas DPW  
Travis Anderson, City Engineer, City of Mesquite

**Table 1 – Status Report on 2016 City of Las Vegas Complete Streets Fund Projects (as of 3/31/16)**

Location / Limits	Project Type	Status	Work order	% of Work Completed	Estimated Completion
1 Fort Apache Road (Echeion Point Drive to Elkhorn Road)	Bike Lane	Under Const.	SR # 889201	5%	6/11/2016
2 Hualapai Way (Dorell Lane to Grand Teton Drive)	Bike Lane	Under Const.	SR # 984563	95%	4/8/2016
3 Grand Teton Drive (Hualapai Way to Grand Canyon Road)	Bike Lane	Under Const.	SR # 899208	5%	5/28/2016
4 Lake Mead Boulevard (Thomas Ryan Road to CC215)	Bike Lane	Under Design	Pending	0%	6/30/2016
5 El Camino Avenue (Las Verdes Street to Spanish Oaks Drive)	Bike Lane	Under Const.	SR # 901623	95%	4/15/2016
6 D Street (Harrison to Lake Mead)	Bike Lane	Under Const.	SR # 904788	15%	4/30/2016
7 Odette Lane (Charleston Blvd to Peccole Strada Street)	Bike Lane	Under Const.	SR # 904433	5%	5/14/2016
8 Vegas Drive/Rock Springs Road	Pedestrian Signal School Flasher and Refuge Island	Under Const.	Signal Designed	Plan to drill/pour foundations next week.	6/25/2016
9 N Mojave Road/E Harris Avenue		95% Const. completed	SR # 908917 School Flasher relocated, obtaining AEP from Property owner on East side of Cimarron	99% 75%	4/8/2016
10 Cimarron Road (Soaring Gulls to Sugar Bay Street)	Crosswalk Upgrades/Refuge Islands	Design completed. Getting contractor quotes.		Flasher and signs relocated; awaiting contractor median island work to complete markings.	5/30/2016
11 Northbound Rancho ( Holly Avenue to Coran Lane)	Asphalt Pedestrian Pathway High Pedestrian Streetlighting Level Upgrade	NDOT PERMIT RECEIVED; Getting easement - 4/6/16 - City Council	Got prices from Contractors.	0% 0%	6/30/2016
12 Tonopah Drive (Alta Drive to Charleston Blvd)	High Pedestrian Streetlighting Level Upgrade	Awaiting Parts		Luminaires ordered, and awaiting delivery	6/30/2016
13 Goldring Avenue (Tonopah Drive to Shadow Lane)	High Pedestrian Streetlighting Level Upgrade	Awaiting Parts		Luminaires ordered, and awaiting delivery	6/30/2016



**CARSON CITY NEVADA**  
**Consolidated Municipality and State Capital**  
**PUBLIC WORKS**

April 11, 2016

Mr. Paul Nicks  
Budget Analyst V  
State of Nevada, Governor's Finance Office  
209 E. Musser Street, Room 200  
Carson City, NV 89701

RE: Complete Streets Program Fund

Dear Mr. Nicks:

In response to a letter received from the Director of the Governor's Finance Office, Carson City is pleased to report on the use of funds received through the Department of Motor Vehicles' (DMV's) Complete Streets Program. As of last quarter, Carson City has not expended any of the funds collected through the program. However, the City has begun construction on the Downtown Carson Complete Street project between William and Fifth Streets, and is anticipating expending all available funds on the project by next quarter. City staff believes that this project meets the intent of the program and will be happy to continue to provide quarterly updates going forward.

Carson City is grateful to be a part of this program and City staff believes that this is a very beneficial program that will continue to grow as the public sees more successful projects implemented like the Downtown Carson Complete Street project. Please feel free to contact me at 283-7396 with any questions or concerns. Thank you.

Sincerely,

Patrick Pittenger, AICP, PTP  
Transportation Manager  
Carson City Public Works



# REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY

## Complete Streets Program Revenue

Account ID	Account Name	Organization ID	Organization Name	Project ID	Project Name	Fiscal Year	Period	Month	Amount
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates	2015	9	MAR	(3,391.74)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		10	APR	(2,061.18)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		11	MAY	(1,896.84)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		12	JUN	(1,991.88)
<b>Fiscal Year 2015 - Total</b>									<b>(9,341.64)</b>
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates	2016	1	JUL	(2,049.30)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		2	AUG	(4,502.52)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		3	SEP	(4,460.94)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		4	OCT	(4,255.02)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		5	NOV	(3,993.66)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		6	DEC	(3,534.30)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		7	JAN	(3,352.14)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		8	FEB	(3,819.42)
407-9-00	Misc. Non-Transp'n. Rev.	1.01.13	STREET & HIGHWAY PROGRAM	8131070	DMV Complete St Plates		9	MAR	(3,983.76)
<b>Fiscal Year 2016 - Total</b>									<b>(33,951.06)</b>
<b>PROJECT - LTD Total</b>									<b>(43,292.70)</b>

REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM - FY 2016-2020  
 WASHOE COUNTY, NEVADA

FUND SOURCE: SURFACE TRANSPORTATION PROGRAM WASHOE COUNTY URBANIZED AREA (STP-LOCAL) (Page 2 of 2)  
 FEDERAL-CONGESTION, MAINTENANCE, TRANSIT-PRIORITIZED BY RTC

PROJECT DESCRIPTION	LIMITS	PHASE	PROJECT COSTS (\$000'S)					PROJECT CONTRIBUTIONS (\$000'S)			
			FY 16	FY 17	FY 18	FY 19	FY 20	TOTAL	FEDERAL	STATE	LOCAL
Safe Routes to School Program	County-wide	O	\$120	\$120	\$120	\$120	\$120	\$600	\$570	\$0	\$30
Oddie Blvd/Wells Ave Corridor - Phase 1 Multimodal Improvements	US 395 to Pyramid	E			\$1,550	\$1,550	\$4,000	\$7,100	\$6,745	\$0	\$355
Sun Valley Boulevard Multimodal Improvements		E			\$1,550	\$1,550	\$2,000	\$5,100	\$4,845	\$0	\$255
Mill Street/Terminal Way Multimodal Improvements		E				\$1,550		\$1,550	\$1,473	\$0	\$78
Sparks Boulevard Multimodal Improvements		E				\$1,550		\$1,550	\$1,473	\$0	\$78
		E									
		E									
		E									
<b>Total Project Costs</b>			\$5,970	\$8,020	\$6,720	\$6,820	\$6,620	\$34,150	\$32,443	\$18	\$1,690
STP-Local Balance Forward			\$491	\$1,261	\$83	\$140	\$102				
STP-Local Fund Allocation			\$6,441	\$6,441	\$6,441	\$6,441	\$6,441				
Available STP-Local Funds			\$6,932	\$7,702	\$6,524	\$6,581	\$6,543				
STP-Local Funds Scheduled for Programming			\$5,672	\$7,619	\$6,384	\$6,479	\$6,289				
STP-Local Carryover			\$1,261	\$83	\$140	\$102	\$254				
State Funds Scheduled for Programming			\$18	\$0	\$0	\$0	\$0				
Local Funds Scheduled for Programming			\$281	\$401	\$336	\$341	\$331				

<sup>1</sup> Match is RTC Funding

<sup>2</sup> Match is Washoe County School District Funding

Phases: E(Engineering/Design); R(Right-of-Way); C(Construction); O(Operations); V(Vehicles/Equipment)  
 Totals may vary slightly due to rounding