

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

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AGENCY OVERVIEW



ASSEMBLY COMMITTEE ON GOVERNMENT AFFAIRS

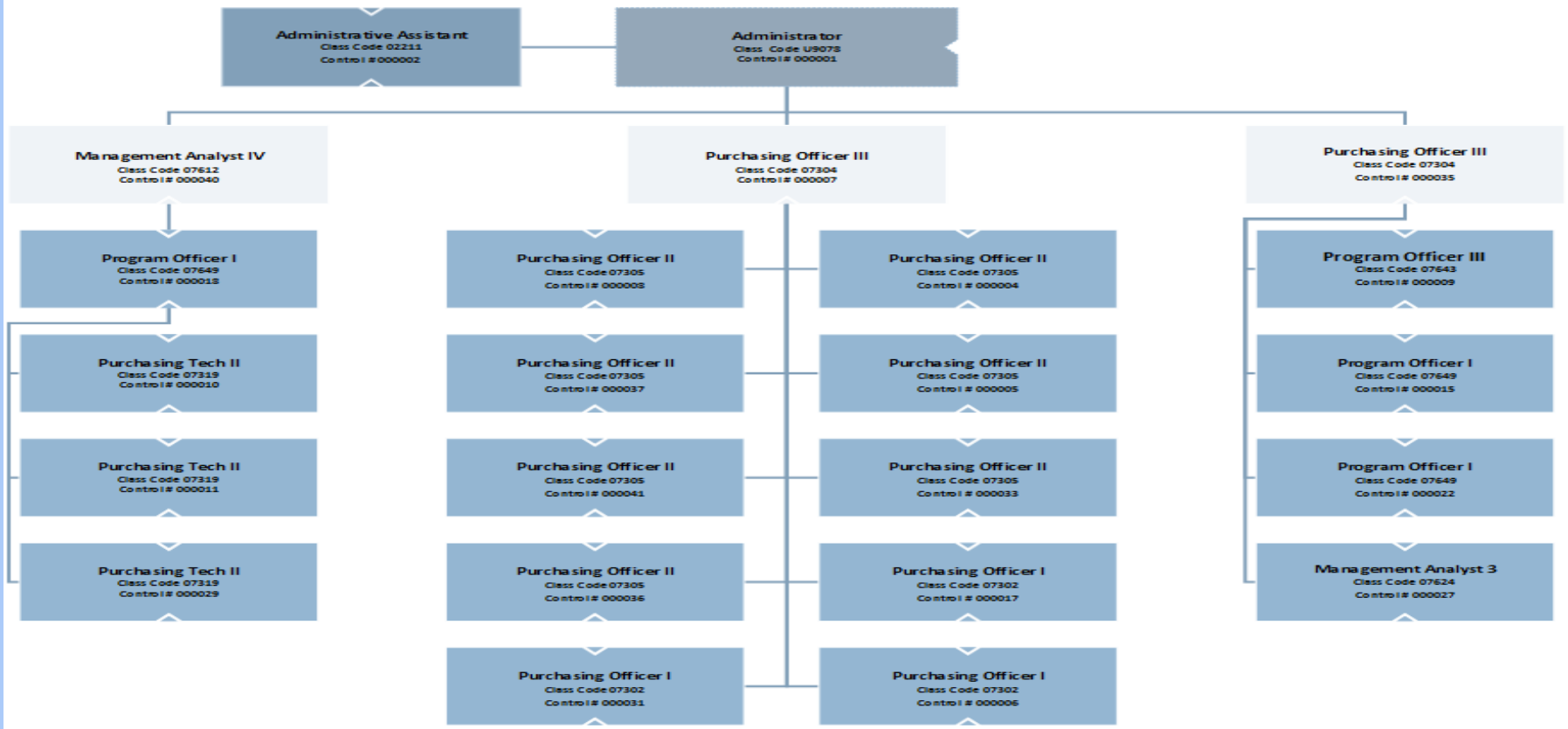
FEBRUARY 8, 2017

JEFF HAAG, ADMINISTRATOR

DEPARTMENT STRUCTURE

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Department of Administration Purchasing Division, Agency 083 February 3, 2017



NEVADA PROCUREMENT CODE

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Policies and procedures for the Division are governed by Nevada Revised Statute 333 and further defined by regulation in Nevada Administrative Code 333.

- NRS 333: State Purchasing General Provisions
- NAC 333: Regulations
 - Acquisition and Disposal of Personal Property
 - Procedures for Award
 - Appeal from Unsuccessful Bid or Proposal
 - Declaratory Orders and Advisory Opinions



DIVISION CORE RESPONSIBILITIES

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- Procurement Support
- Oversee all Aspects of Nevada Good of the State Contracts
- State Certified Contract Managers Course and Curriculum
- State Surplus Property Program
- State Pcard Program



DIVISION CORE RESPONSIBILITIES

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Procurement Support

Lead RFP & RFQ's for Services > \$100,000

- 101 solicitations in FY16
- Over \$320M in awarded contract dollars

Lead Invitation to Bid for commodities > \$50,000

- 147 solicitations on FY16
- Over \$115M in awarded contract dollars

Support Agencies in RFI, RFP & RFQ for Services <\$100,000

Support Agencies with ITB's for commodities < \$50,000



SOLICITATION WORKFLOW

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Estimated Value Per Fiscal Year	\$0 - \$1,999	\$2,000 - \$24,999	\$25,000 - \$99,999	\$100,000+	IT Projects \$50,000+
Solicitation Type	Informal, 3 Quotes Recommended	Informal, 3 Quotes	Formal, RFP or RFQ	Formal, RFP or RFQ	Consult with EITS
Responsibility	Agency-based Policy	Agency	Agency	Purchasing	Agency \$50,000 - \$99,999 Purchasing \$100,000+
Required Approvals	Vendor Agency DAG	Vendor Agency DAG Clerk of the Board	Vendor Agency DAG BOE	Vendor Agency DAG BOE	Vendor Agency EITS DAG BOE

*If the vendor is sole source, then the agency submits a solicitation waiver request to Purchasing

2017 LEGISLATIVE INITIATIVES

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E-Procurement

Addition of a commercial off-the-shelf system to fully automate the procurement of products and services statewide

Purchasing Division

E-Procurement

FY18: \$550,000 **FY19:** \$ 450,000

- Automates currently manual RFPs and Contracting processes
- Facilitates “on contract” spending through robust catalogue and control features
- Allows online vendor registration and cataloguing
- Provides analytics for better procurement decision making
- Funding via vendor fees and rebates (standard practice in industry)
- Project ranked #4 in priority by the State IT Strategic Planning Committee

2017 LEGISLATIVE INITIATIVES

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PURCHASING DIVISION BILLS

- **SB39:** Revision to posting solicitation and notices of award
- **BDR 17A0831556:** Provide authority for Purchasing to establish fees for eProcurement solution
- **BDR 17A0831558** Provide authority for Purchasing to retain General Counsel to provide legal review of solicitation and contracting process





"That's all Folks!"