

Steve Sisolak
Governor



Laura Freed
Director

Colleen Murphy
Deputy Director

Kevin D. Doty
Administrator

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION**

Purchasing Division

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March 13, 2020

MEMORANDUM

To: All Executive Branch Agencies
From: Kevin D. Doty, Administrator
Subject: Emergency Purchases

As set forth in Section 4 of the Governor's Declaration of Emergency dated March 12, 2020, emergency purchases may be made in compliance with NAC 333.114. Pursuant to that regulation, I will approve emergency purchases when a threat to "the health, safety or welfare of the persons in this state occurs." The procedure for obtaining written authorization for an emergency purchase involves sending an email to me at kddoty@admin.nv.gov. That email must describe the basis for the emergency and the specific proposed purchase. I will respond by email so that a written record exists. That written record will be important if an auditor reviews the transaction.

Pursuant to SAM 1552(1), an agency may make a purchase to protect life without receiving prior authorization from me. In that circumstance, please send an email to me on the next working day so I can give after-the-fact approval.

If an agency needs temporary medical staffing, the state's contract with MHM was extended at last Tuesday's BOE meeting. Yesterday, Purchasing released a Request for Qualifications (RFQ) for cleaning and sanitizing of buildings. The goal of that RFQ is to identify numerous capable vendors throughout the state. In southern Nevada, Opportunity Village already provides this service through our Preferred Purchase Program, meaning no solicitation is required prior to contracting with Opportunity Village.

Please do not hesitate to reach out to me if you have questions about the emergency purchase process.

Purchasing 2020-02