

**Eighth Judicial District Court**  
**PURCHASING & CONTRACTS**

**Policy & Procedure Manual**



I. PURPOSE

To establish procedures for ensuring that all purchasing and contracting activities of the Eighth Judicial District Court (EJDC) comply with applicable Nevada Revised Statutes (NRS), Court Rules and Orders, and the provisions of this Manual.

II. PROCEDURES

**A. Responsibilities**

1. The Purchasing Administrator is responsible for reviewing and approving all purchase requisitions (PR) requested by all EJDC divisions funded through the EJDC/Clark County budget process.

Approval is conditioned upon the following factors:

- a. Sufficiency of appropriations;
  - b. Compliance with budgetary and fiscal policies;
  - c. Compliance with accounting principles and standards; and
  - d. Reasonableness of the request.
2. The EJDC Finance division is also responsible for ensuring that all requisitions comply with this Manual, and other applicable state and/or local laws.
  3. The Court Executive Officer, through the Purchasing Administrator, is responsible for overseeing the purchasing and contracting functions and ensuring that all purchases and contract activities are made in compliance with this Manual, and other applicable state and/or local laws.
  4. Division Heads who have authority over the budget administration of a division, are responsible for all of the purchasing and contracting activities that originate from their division or staff. Purchasing and contracting activities that appear to be in conflict with the criteria set forth in this Manual will be forwarded to the Court Executive Officer or designee for review. Additionally, Division Heads may be held personally liable for any purchase, contract, lease or rental of material, equipment or contracting for services that are not properly authorized or which do not comply with this Manual.
  5. EJDC employees are prohibited from having any direct or indirect interest in any firm or business that does business or solicits business from the EJDC.

6. EJDC employees directly involved in the procurement process will make every effort possible to ensure the acquisition of the highest quality for all goods and services at the lowest obtainable cost.

**B. General Purchasing Requirements**

1. Purchase Orders

- a. The general rule is that all purchases must be made with a purchase order. Non-Purchase Order procurement is strongly discouraged.
- b. EJDC divisions are prohibited from authorizing suppliers to provide goods, services or professional services without an official purchase order number issued by the EJDC Purchasing and Contracts Division. Purchase order requisitions become official EJDC purchasing contracts only after a purchase order number has been issued.

2. Purchase Order Exceptions

Certain categories of obligations can be paid without a purchase order. A list of these exceptions is found in Attachment "A" of this Manual. The Court Executive Officer or designee will authorize additional exceptions to this listing as deemed appropriate for non-purchase order payments

3. Types of Purchase Orders

- a. Standard Purchase Order (SPO) - This type of purchase order is used for the one- time purchase of specific goods or services and for repetitive purchases of goods and services provided as needed on an on-going basis within the EJDC's standard fiscal year which is July 1 — June 30. Purchases made against a SPO are limited to only those items defined in the purchase order line item description. In addition, SPOs are used for annual requirements contract purchases for goods and services. Division Heads are responsible for ensuring that appropriate purchases are made against the SPOs. When goods have been received or services rendered, divisions will be responsible for closing completed purchase orders by indicating a final payment status on the invoice document and selecting "Delivery Complete" (Delivery Tab) and "Final Invoice" (Invoice Tab) on the purchase order in the EJDC's financial system. This type of purchase order will close at the end of the fiscal year and will not carryover to a subsequent fiscal year.
- b. Blanket Purchase Orders (BPOs) - BPOs will not be issued unless authorized by the Court Executive Officer or designee.



- c. Multi-year Purchase Orders (MPO) - This type of purchase order is used to request goods or services (e.g. construction projects) that require a long-term contractual obligation which will cross the EJDC's standard fiscal years, and funding source(s) are identified and full amount encumbered when a contract is approved. Grant funded efforts that contain periods of performance that cross the EJDC's standard fiscal year may also be issued as MPOs. When contractual obligations are fulfilled, divisions will be responsible for closing completed purchase orders by indicating a final payment status on the invoice document and selecting "Delivery Complete" (Delivery Tab) and "Final Invoice" (Invoice Tab) on the purchase order in the Court's financial system. This type of purchase order does not automatically close at the end of the fiscal year.
- d. Purchase Adjustment Request (PAR - Increase) - If after a purchase order has been issued and it is determined that the PO line-item value of goods or services (excludes professional services, interlocal agreements and construction) has increased by \$25 or 10%, whichever is less; divisions must submit a purchasing adjustment request. If the change in value is less than the dollar value described above, the Purchasing representatives will check the Estimated Price box under the Condition Control tab in the financial system.
- e. Purchase Adjustment Request (PAR - Decrease) - If after a purchase order has been issued and it is determined that the value or quantity of the goods or services has decreased, divisions must notify the Purchasing Administrator via e- mail requesting a reduction to the PO and must specify the specific line item to be reduced (excludes professional services, interlocal agreements and construction).

#### 4. Goods and Non-Professional Services

The process and documentation associated with the purchase of goods and non-professional services are based on the dollar value of the specific purchase request. When determining the expenditure range associated with a given request for a good or non-professional service, Purchasing and Contracts is required to consider the requirements of ALL EJDC divisions. Goods and Non-Professional Service requirements valued under \$100,000 per fiscal year for the same product or service does not require a formal solicitation. Dividing purchasing transactions to avoid the requirements and as noted in Attachment "B" in the General Guidelines, is prohibited. Included in Attachment "B" of this Manual is a listing of the dollar value guidelines used to determine the process

required for the procurement of goods and non-professional services under \$100,000.

5. Professional Service Contracts

- a. Professional services may be exempt from the competitive bidding process. Generally, "professional" is defined as a service provider who typically is required to possess specialized or technical knowledge or experience, hold a professional license and/or higher education is usually required to perform the service. However, this definition is not all-inclusive. If it is questionable as to when a service provider can be classified as a professional service, contact the Purchasing Administrator, as they will make a final determination.
- b. Professional service contracts valued under \$500,000 per fiscal year request/effort do not require a formal solicitation. However, a scope of work that outlines the work to be performed, the timeline for the effort and a payment schedule/cost breakdown must be attached to the purchase requisition. Reference Attachment "B" for the dollar value guidelines used to determine the requirements for quotes. Complete Scopes of Work may be signed by the Court Executive Officer or Division Head and attached to the PR.
- c. Professional service contracts exceeding \$500,000 per fiscal year request/effort for the same consultant or services should be competitively solicited utilizing a formal Request for Proposal (RFP), Statement of Qualification (SOQ), and/or Request for Qualification (RFQ) process whenever possible. A professional services contract should not be divided into phases in order to avoid the RFP process. The RFP/SOQ/RFQ notice should be distributed to as many local businesses as possible using Purchasing's Nevada Government Marketplace (NGEM) supplier database, Clark County's Small Business Utilization Directory, and any businesses known by the using division. The Purchasing Administrator is responsible for justifying the selection process when the RFP/SOQ/RFQ process is not used for a professional services contract exceeding \$500,000 per fiscal year request/effort. In that event, the Purchasing Administrator will complete and sign the form entitled "Justification for Competitive Bidding Exceptions" found in Attachment "C" of this Manual, obtain approval and signature from the Court Executive Officer or designee, have an approved Purchase Requisition, and submit the original form and a Scope of Work with the division's request for contract award.



- d. Professional service contracts valued under \$1,000,000 per fiscal year request/effort, for design, engineering, architectural, and landscape architectural services for Capital Improvement Projects (CIP) do not require a formal solicitation, but shall use the current approved Statement of Qualification (SOQ) lists. However, a scope of work or contract that outlines the work to be performed, the timeline for the effort and a payment schedule/cost breakdown must be attached to the purchase requisition.
- e. Communication between a potential proposer or any of its representatives and a Judicial Officer or between a potential proposer or any of its representatives and a non-designated EJDC contact regarding the selection of a proponent or award of a contract is prohibited from the time the RFP is advertised until the item is posted on an agenda for award of the contract. Any questions regarding a RFP/SOQ/RFQ must be directed to the designated contact(s) in the RFP/SOQ/RFQ document.

The Purchasing Administrator assigned to prepare the RFP document will work with the using division to ensure all the required information is obtained. In addition, the Purchasing Administrator will be responsible for the RFP/SOQ/RFQ process once it is issued and will participate in the negotiations with the using division.

#### 6. Software, Hardware, and Implementation

- a. Request for Information (RFI) - The using division in order to obtain information regarding software, hardware, and implementation services that may be available in the market place, and to obtain general pricing information may issue a RFI. The using division should submit the RFI with a list of potential suppliers and a Scope of Work to Purchasing and Contracts for processing. The RFI shall not be used to prepare and finalize a contract with a potential supplier.
- b. Software, hardware, and implementation services \$500,000 per fiscal year request/effort or more should be competitively solicited utilizing a formal Request for Proposal (RFP) process whenever possible. The RFP notice should be distributed to as many local businesses as possible using Purchasing and Contract's supplier database, the Clark County's Small Business Utilization Directory, and any businesses known by the using division. The Division Head is responsible for justifying the selection process when the RFP process is not used for software,

hardware, and implementation services contracts valued at \$500,000 or more per fiscal year request/effort. In that event, the Division Head will complete and sign the form entitled "Justification for Competitive Bidding Exceptions" found in Attachment "C" of this Manual, obtain approval and signature from the Court Executive Officer, have an approved Purchase Requisition, and submit the original form and the Scope of Work with the division's request for contract award to the Purchasing Administrator.

Contact the Information Technology (IT) Assistant Court Administrator for further guidance on procedures, if this purchase involves the purchasing of software, hardware and/or related implementation services, for the processing, storing or transmittal of:

Criminal History,

Justice Information (CIS),

Health Information (HIPPA),

Payment Card Industry Information (PCI DSS), or

Personal Information (NRS 603A).

7. Construction

- a. The award of construction contracts is based on the estimated dollar value of the specific project requested. Dividing construction projects to avoid the requirements as noted in Attachment "B" in the General Guidelines, is prohibited.
- b. Included in Attachment "B" of this Manual is a listing of the dollar value guidelines used to determine the process required to award construction contracts under \$100,000 per fiscal year request/effort and formal solicitations.

8. Local Small Business Development

- a. Purchasing and Contracts is responsible for assisting EJDC divisions in identifying and utilizing these businesses. Regardless of the type of purchasing activity requested by the division, consideration will be given to using a local disadvantaged business by utilizing the Disadvantaged Business Directory. This directory provides a list of known local disadvantaged businesses that have expressed an interest in doing



business with the EJDC and may have attended and completed the Clark County Small Business Opportunity Program (SBOP). If divisions are unable to identify local disadvantaged businesses, they must contact Purchasing and Contracts to obtain assistance. If a local disadvantaged business cannot be identified after obtaining assistance from Purchasing and Contracts, this information must be noted in the "PR Header Note".

- b. It is each Division Head's responsibility, in conjunction with Purchasing and Contracts, to ensure that their staff is participating in good faith efforts and are reaching out to disadvantaged businesses when staff is obtaining quotes for small procurements for goods and services, professional services, small construction and repairs, information technology, etc. The PR must have backup identifying the disadvantaged business contacted for each specific quote. In addition, backup must justify the reason why disadvantaged businesses did not quote. The Purchasing Administrator will review all quotes to ensure compliance with this Manual. Disadvantaged businesses include Minority Business Enterprise (MBE), Woman Owned Business Enterprise (WBE), Veteran-Owned Business Enterprise (VET), Disabled Veteran-Owned Business Enterprise (DVET), Physically Challenged Business Enterprise (PBE), Small Business Enterprise (SBE), Emerging Small Businesses (ESB) and Lesbian, Gay, Bisexual and Transgender (LGBT).
- c. Divisions are required to use the EJDC standard quotes forms which can be obtained by contacting the Purchasing Administrator.

**C. Contract Administration**

- 1. Any contract, excluding real property leases, for which the division's estimated amount required to perform the contract exceeds the established dollar threshold per fiscal year under which the EJDC may incur contractual liability, shall have an approved Purchase Requisition and Scope of Work and shall be directed to the Purchasing Administrator for preparation and include the review and approval as to form by an EJDC Staff Attorney. The Purchasing Administrator and originating division, with assistance and approval of the Staff Attorney, will prepare all contracts, together with an accompanying agenda item, for submittal to the Executive Committee, if required, or submittal to the Court Executive Officer or his/her designee. Any amendments, modifications or change orders to the contract after award must be submitted to Purchasing and Contracts and the Court Executive Officer or his/her designee. Contract administration shall be a joint effort between the originating division and Purchasing and Contracts.



2. The originating division is responsible for providing oversight of the day-to-day performance and payment of invoices after award to ensure that:
  - a. The scope of work is being adhered to,
  - b. Non-performance is properly documented,
  - c. Timelines/milestones are met,
  - d. Reports and/or submittals required are provided, and
  - e. Invoices/pay estimate requests are appropriate and accurate.

The originating division shall immediately notify the Purchasing Administrator if problems occur or assistance is needed.

3. Purchasing and Contracts will have the continued responsibility for contract administration as follows:
  - a. Obtain insurance and bonds,
  - b. Contract renewals,
  - c. Price adjustments,
  - d. Cause and corrective actions, and
  - e. Close out or termination of contract.
4. Unless otherwise approved by the Executive Committee, only the Chief Judge, Court Executive Officer or designee may sign a contract on behalf of the EJDC.
5. A using division may prepare contracts involving the expenditure of \$100,000 or less per fiscal year request/effort. However, the division shall not contractually obligate the EJDC for a good or service unless the contract has been reviewed and approved as to form by Purchasing and Contracts and a Staff Attorney. Additionally, unless otherwise approved by the Executive Committee, only the Court Executive Officer or designee may sign contracts on behalf of the EJDC.

**D. Interlocal Contracts**

1. Any interlocal contract with another public agency to perform any governmental services for which the estimated annual amount required to perform the services exceeds \$25,000 per fiscal year request/effort, requires Executive Committee approval. A using division must prepare interlocal contracts involving the expenditure of \$25,000 or less per fiscal year

request/effort. However, the division shall not contractually obligate the EJDC for services unless the contract has been reviewed and approved as to form by Purchasing and Contracts and a Staff Attorney. Unless otherwise approved by the Executive Committee and signed by the Chief Judge, only the Court Executive Officer or designee may sign interlocal contracts \$25,000 or less per fiscal year request/effort on behalf of the EJDC.

2. Additionally, the using division must maintain written documentation of the terms of the agreement for at least 3 years after the date on which the agreement was entered into.

**E. Procurement Activities**

Procurement of any type of good or equipment, professional or non-professional service Contracts, Competitive Bidding Exception, or Construction Contract will commence only after Purchasing and Contracts receives an approved PR, or as approved by the Court Executive Officer.

If the Executive Committee has approved the appropriations of funding for capital improvement projects, Purchasing and Contracts may move forward with the contract and or purchasing process without the issuance of a purchase requisition request. However, an approved purchase requisition request must be in place before the commencement of goods or services being delivered or provided.

**F. Federal Grants or Financial Assistant Agreements**

1. Divisions submitting a PR for procurement of any type against a federal grant or financial assistance agreement must submit a copy of the approved federal grant or federal assistance agreement attached to the PR, together with any applicable agenda item, scope of work/specifications, milestones and deliverables.
2. Any federally funded procurement activity will be in accordance with the federal procurement requirements and flow down clauses stated in the grant or financial assistance agreement (e.g., Buy American Act). Purchasing and Contracts will review the federal grant or financial assistance agreement procurement requirements and compare against the Nevada Revised Statutes (NRS) procurement requirements, and proceed with the procurement action using the "higher standard" of the two, ensure compliance regarding debarment by verifying through the Federal System for Award Management (SAM) and for the Labor Commissioner's Disqualified List and document the file accordingly.

## **G. Emergency Purchases**

1. An emergency is defined as a disaster or a situation that may lead to the impairment of health, safety, or welfare of the public if not immediately addressed. The purchasing process for emergencies depends on the severity and resources required to manage the incident.
2. Incidents that typically affect one division (e.g., a boiler is damaged at a certain facility with no backup available).
  - a. If this type of an incident occurs during normal weekday working hours, the requesting division will contact Purchasing and Contracts for approval of the request. The Purchasing Administrator will work with District Court Finance to identify necessary funding. If the request is approved, the requesting division will be given an approved purchase order to provide to the appropriate supplier(s).
  - b. If this type of an incident occurs after normal weekday working hours, the requesting division may purchase the item or service and notify District Court Finance and Purchasing and Contracts on the first working day following the incident.

All emergencies require a memorandum describing the nature and extent of the emergency. This report will be submitted to Purchasing and Contracts on the first working day following the incident. Purchasing and Contracts and District Court Finance will review the memorandum to verify the appropriateness of the emergency purchase relative to the incident. If Purchasing and Contracts or District Court Finance disagree with the action taken by the division, the memorandum will be forwarded to EJDC Management for a final determination. The Chief Judge or Court Executive Officer has the authority to declare an emergency.

3. Incidents that affect multiple divisions (e.g., floods, earthquakes, major fires, or other unforeseen incidents etc.):
  - a. The EJDC, as directed by the EJDC's Emergency Operations Plan, is required to utilize existing resources prior to requesting additional resources. In the event that the existing resources are depleted, or anticipated to be depleted, the requesting division will contact District Court Finance. With Finance's approval, the requesting division may request that the Purchasing and Contract's Administrator locate and purchase the good or service, or request that they be given a verbal emergency purchase order number to provide to the appropriate



supplier. Purchasing and Contracts will review the request prior to issuing any emergency purchase orders. If an individual expenditure is expected to exceed \$100,000 per fiscal year request/effort for goods and non-professional services and \$500,000 per fiscal year request/effort for professional services and information technology, the Purchasing Administrator will notify the Court Executive Officer or its designee for approval.

4. After the good or service has been received by the division, a division approved invoice must be forwarded to District Court Finance for review and approval prior to payment.
5. If the expenditure(s) for the incident exceeds the dollar threshold, Purchasing and Contracts will prepare an agenda item for the next feasible regularly scheduled Executive Committee meeting.

**H. Division Purchases and Contracts - \$0 - \$100,000/\$500,000— Per Fiscal Year Expenditures**

1. Requests for purchases may be approved based upon the division's total fiscal year expenditure for goods, non-professional services and professional services.
2. Purchasing and Contracts will review the material groups assigned to the good, non- professional service, professional service and/or information technology to determine if the division's total expenditures do not exceed \$100,000 or \$500,000 respectively, per fiscal year.
3. Should the division's total fiscal year expenditures exceed the established dollar threshold for the same good, non-professional service, professional service and/or information technology, Purchasing and Contracts will be required to advise division that a formal solicitation for the good, non-professional service or professional service is required. Purchasing and Contracts will consult with divisions and determine what type of solicitation would be required.
4. Purchasing and Contracts will review material groups each fiscal year to ensure the divisions are in compliance with state law, court rules, and this Purchasing and Contracts Manual.

 7/18/2022

Steven D. Grierson  
Court Executive Officer

**Purchasing and Contracts Policy & Procedure Manual**

**ATTACHMENT A**

**PURCHASE ORDER EXCEPTIONS**

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**GENERAL LISTING**

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Advertisements	Physicians*
Bond and Interest Payments	Postage (U.S. Postal Service only)
Court Appointed Attorneys*	Publications
Dues	Refunds
Emergencies**	Registration Fees (Local training and seminars)
Freight Accounts	Reimbursements of Imprest Petty Cash
Grant Payments to Cities	Subscriptions (Except software subscriptions)
Insurance/Bond Payments	Testing/Certifications
Interdepartmental Charges (TRA)	Travel (Signed Travel Request Authorization required)
Land Acquisition	
Memberships	Tuition/Training
Mileage	Utilities
Non-capital Books	Veterinary Services
Payments to Other Government Agencies	Volunteer Firefighter Payments

\* Contracts approved by the Executive Committee with a maximum payable amount should be established by purchase order.

\*\* An emergency is defined in Section II.G of this Manual.

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**EJDC ORDERED OR STATUTE MANDATED**

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Court Appointed Attorneys	Interpreters
Court Reporters	Investigators
Expert Witnesses	Jury/Witness Imprest
Grand Jury	Psychiatrists
Insurance Claim Settlements	

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**PASS THROUGH PAYMENTS**

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Agency Funds (See CAFR for listing of Agency Funds)	County Licensing Applications Private
Group and Industrial Insurance	Purpose Trust Accounts
In-Transit Funds Justice	Settlements to Cities
Court Bail Payroll	Settlements to State
Deductions Court/County Payroll	Tax Receiver Account
Benefits	Trust Returns



**Purchasing and Contracts Policy & Procedure Manual  
ATTACHMENT B**

**PURCHASING PROCESS GENERAL GUIDELINES**

<b>GOODS &amp; NON-PROFESSIONAL SERVICES CONTRACTS</b> (Guidelines consistent with NRS 332)	
\$0.00 - \$50,000.00	Informal Bid — 1 Quote Required from a disadvantaged business when possible, recommend in writing. If written quote is not available, division representative must provide a contact name, phone, fax number and/or an email address for the vendor in the PR Header Note.
\$50,000.01- \$100,000.00	Informal Bid — Minimum 2 Written Quotes Required (1 from a local disadvantaged business), when possible.
\$100,000.01+	Formal Competitive Bid Process (Requires a formal bid document and advertising).
Bid awards up to \$1,000,000 may be authorized by Purchasing and Contracts, the Assistant Court Administrator of Finance, and the Court Executive Officer. Bid awards greater than \$1,000,000 must be authorized by the Executive Committee. Contact Purchasing and Contracts for further instructions.	

<b>CONSTRUCTION CONTRACTS</b> (Guidelines consistent with NRS 338)	
\$0.00 - \$25,000.00	Informal Bid — Minimum 1 Written Quote from properly licensed contractor, using the disadvantaged directory, when possible.
\$25,000.01-\$100,000.00	Informal Bid — Minimum 3 Written Quotes Required (1 from a local disadvantaged business), when possible, and from properly licensed contractors.
\$100,000.01+	Formal Competitive Bid Process (Requires a formal bid document and advertising). Prevailing Wage required.
Bid awards up to \$2,000,000 may be authorized by Purchasing and Contracts, the Assistant Court Administrator of Finance, and the Court Executive Officer. Bid awards greater than \$2,000,000 must be authorized by the Executive Committee. Contact Purchasing and Contracts for further instructions.	

<b>PROFESSIONAL SERVICES</b> (Guidelines in accordance with NRS 332)	
\$0.00 - \$100,000.00	Informal Quote — 1 Written Quote Required from a disadvantaged business, when possible. Division representative must provide a contact name, phone, fax number and/or an email address in the PR Header Note for the vendor.
\$100,000.01 - \$500,000.00	Informal Quotes — Minimum 2 Quotes Required (1 from a disadvantaged business), when possible. If no additional quotes are obtained over \$100,000, division will be required to submit a Justification Memo from the Division Head.
\$500,000.01+	Formal Request for Proposal (RFP); Statement of Qualification (SOQ); Request for Qualification (RFQ) or FD No. 6 Justification.
Contract awards up to \$1,000,000 may be authorized by Purchasing and Contracts, the Assistant Court Administrator of Finance, and the Court Executive Officer. Contract awards greater than \$1,000,000 must be authorized by the Executive Committee. Contact Purchasing and Contracts for further instructions.	

<b>PROFESSIONAL SERVICES</b> Capital Improvement Projects - <b>ONLY</b> (Guidelines in accordance with NRS 332)	
\$0.00 - \$1,000,000.00	<p>Division (s) shall make every effort to solicit work from a disadvantaged business when not using the current approved Statement of Qualification (SOQ) lists.</p> <p>Design Architects and Engineers shall include, but may not be limited to, (Civil, Electrical, Landscape, Mechanical, Structural including Commissioning, Cost Estimating, Scheduling, Land Surveying, Utilities Coordination and Design Registered Roofing) for Capital Improvement Projects (CIP) ONLY.</p>
\$1,000,000.01+	Formal Request for Proposal (RFP); Statement of Qualification (SOQ); Request for Qualification (RFQ) or FD No. 6 Justification when not using the current approved Statement of Qualification (SOQ) lists.
Contract awards up to \$1,000,000 may be authorized by Purchasing and Contracts, Assistant Court Administrator of Finance, and the Court Executive Officer. Contract awards greater than \$1,000,000 must be authorized by the Executive Committee. Contact Purchasing and Contracts for further instructions.	

<b>INFORMATION TECHNOLOGY</b> (Guidelines in accordance with NRS 332)	
\$0.00 - \$100,000.00	Informal Quote — 1 Written Quote Required from a disadvantaged business, when possible. Division representative must provide contact name, phone, fax number and/or email address for the vendor in the PR Header.
\$100,000.01 - \$500,000.00	Informal Quote — Minimum 2 Written Quotes Required (1 from a disadvantaged business), when possible. If no additional quotes are obtained over \$100,000, division will be required to submit a Justification Memo from the Division Head.*
\$500,000.01+	Formal Request for Proposal (RFP); Statement of Qualification (SOQ); Request for Qualification (RFQ) or FD No. 6 Justification.
Contract awards up to \$1,000,000 may be authorized by Purchasing and Contracts, Assistant Court Administrator of Finance, and the Court Executive Officer. Contract awards greater than \$1,000,000 must be authorized by the Executive Committee. Contact Purchasing and Contracts for further instructions.	
<p>*If this purchase involves the purchasing of software, hardware and/or related implementation services, for the processing, storing or transmittal of:</p> <ul style="list-style-type: none"> <li>• Criminal History</li> <li>• Justice Information (CIS)</li> <li>• Health Information (HIPPA)</li> <li>• Payment Card Industry Information (PCI DSS)</li> <li>• Personal Information (NRS 603A)</li> </ul> <p>Contact the Assistant Court Administration of IT for further guidance on procedures.</p>	



<b>COMMON EXCEPTIONS TO THE COMPETITIVE BIDDING PROCESS</b> (Guidelines in accordance with NRS 332)
Exemptions from the Competitive Bidding process include but are not limited to the following:
○ Professional Services*
○ Computer Hardware/Software
○ Sole/Single Source Purchases
○ Perishable Goods
○ Insurance
○ Books & Subscriptions
○ Emergency Contracts
○ Goods and Services purchased from organizations or agencies whose primary purpose is the training and employment of handicapped persons.
○ Personal Safety Equipment used by Police and Fire Departments in responding to emergencies.
<b>*See Section II.B.5, Professional Services, Items (a-e)</b> Contact Purchasing and Contracts to accurately determine if purchases fit the criteria of an exemption.

**The Executive Committee must approve the following actions:**

- Professional Service and Information Technology (IT) contracts valued over \$1,000,000.
- Professional service contracts valued over \$1,000,000 for Capital Improvement Projects (CIP) only. Architects and Engineers includes (Civil, Cost Estimating, Electrical, Landscape, Mechanical, Structural, Scheduling, Land Surveying, Utilities Coordination and Design and Registered Roofing. Construction Management and any other design professional required for the capital improvement project(s).
- Interlocal contracts valued over \$25,000.
- Construction contracts valued over \$2,000,000.
- Goods or non-professional service Bid, Joinder/Utilization and CBE, excluding professional services valued over \$1,000,000.

**ATTACHMENT C**

**JUSTIFICATION FOR COMPETITIVE BIDDING EXCEPTION**

DATE:

DIVISION:

DIVISION CONTACT NAME:

TELEPHONE NUMBER:

CONSULTANT/AGENCY/SUPPLIER:
CONTACT NAME AND TITLE:
PHONE, FAX AND EMAIL ADDRESS:

CONTRACT TITLE :	
ESTIMATED AWARD AMOUNT:	
CONTRACT PERIOD OF PERFORMANCE (INCLUDING RENEWAL OPTIONS)	
TERM:	RENEWALS: