



DEPARTMENT OF INFORMATION TECHNOLOGY
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MEMORANDUM

DATE: December 18, 2007

TO: All Agencies

FROM: Dan Stockwell, Dept of Information Technology Director and State CIO

SUBJECT: Contract Review for IT Related Contracts

The Department of Information Technology (DoIT) was created for the coordinated, orderly and economical processing of information in State Government, to ensure economical use of information systems and to prevent the unnecessary proliferation of equipment and personnel among the various state agencies (NRS 242.071).

As such, part of our responsibilities are to review and to give preliminary approval of State agency requests for IT contracts, IT solicitation waiver requests and IT consultants before they are presented to the Budget Office. Please note this includes grant funded projects and work programs with IT components.

In addition to the general review for technical and security evaluation, requests over \$50,000.00, regardless of funding source, will also be reviewed to make sure they adhered to the agency's Technology Investment Request (TIR) specifications and did, in fact, complete the TIR process.

The Model Contract Form, Contract Summary and Solicitation Waiver on the Purchasing Division's website at <http://purchasing.state.nv.us> are to be used; the newly revised Contract Summary includes a line for DoIT's review and approval for contracts that contain IT systems. Agencies contracting for IT systems should send DoIT their contract, the contract summary form and all associated attachments for review prior to obtaining other signatures to avoid delays resulting from modifications and/or recommendations. Please note that DoIT requires a maximum of seven (7) days for review and approval although documents will be returned to agencies as quickly as possible.

Solicitation Waivers for IT contracts are to be submitted to the Purchasing Division. The Purchasing Division will then be responsible for submission of the waiver requests to DoIT as needed.

All requests for Master Services Agreement (MSA) consultants must include a Justification to Fill Form which can be found on the Division of Budget and Planning's website at <http://budget.state.nv.us/>. Any request for IT staffing will be reviewed for approval by the State Hiring Review Panel prior to a Request for Services (RFS) being issued to the MSA contractors. Once the panel has approved the Justification to Fill Form, the Master

Services Agreement (MSA) Request for Services (RFS) Authorization Form for requesting MSA Consultants can be obtained by contacting Linda DeLoach at State Purchasing via email at ldeloach@purchasing.state.nv.us.

The State Administrative Manual, Chapter 1600, Information Technology, will be updated and will have further information about DoIT's services and responsibilities. The main point of contact within DoIT for the contract review responsibilities mentioned above is Sherri McGee, 775.684.5856 or smcgee@doit.nv.gov. Please feel free to contact her for clarification or further information.