

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 087

Department: ADMINISTRATION

Division (if applicable): DIRECTOR'S OFFICE

Appointing authority: JOY GRIMMER

Agency contact (name, phone and e-mail): JOY GRIMMER,
JOYGRIMMER@ADMIN.NV.GOV

Budget Division Analyst (name, phone and e-mail): ROXANA GIFFORD,
GIFFORDR@FINANCE.NV.GOV

Proposed BOE date: SEPTEMBER 10, 2024

Proposed effective date: UPON APPROVAL

1. Reason/purpose for requested change:
To simplify and modernize SAM to match current business practices, and bring SAM into alignment with the NAC and NRS.
2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):
Over the years, small changes in the State Administrative Manual (SAM), Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC) did not carry throughout the document. This led updated changes to conflict with other exiting information in the document and caused citations to be inaccurate and broken in the digital document. This update is long overdue, and this is an effort to reset the document in its entirety.
3. Will recommended change have a fiscal impact (if yes, explain): Yes, please see the attached Revision Summary Memo for brief explanations of changes, including those with a fiscal impact.
4. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). (**please provide requested change as an attachment**):

Appointing Authority: _____  09-24 _____

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
515 East Musser Street, Suite 300 | Carson City, Nevada 89701

MEMORANDUM

August 6, 2024

TO: Jim Wells
Deputy Chief of Staff, Governor's Office

FROM: Joy Grimmer, Director
Department of Administration

SUBJECT: Summary of Draft State Administrative Manual Changes

Over the years small changes in the State Administrative Manual (SAM), Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC) did not carry throughout the document. This led updated changes to conflict with other exiting information in the document, and caused citations to be inaccurate and broken in the digital document. This update is long overdue, and this is an effort to reset the document in its entirety.

In an attempt to simplify and modernize SAM to match current business practices, and bring SAM into alignment with the NAC and NRS, the Department of Administration along with the Governor's Finance Office reviewed the document and drafted suggested changes to the document. Prior to the draft document being sent to the Governor's Office and the Board of Examiners, the Department of Administration conducted a peer review process to include multiple Departments, agencies, and stakeholders. Please see the last page of this document for a list of the peer review members. The Department sought and received broad buy-in from the members which led to simplification while maintaining broad professional standards for all to follow.

Below is a summary of the proposed changes to the State Administrative Manual (SAM).

- The sections that relate to purchasing and contracting procedures have been completely reorganized and rewritten to consolidate information and create procedures that are easily understood to increase compliance. Information that pertains to processes and procedures of the Budget Division of the Governor's Finance Office (GFO) has moved from **Section 300** to **Section 100**, to more clearly differentiate requirements of GFO on behalf of the Board of Examiners (BOE) versus processes and procedures of State Purchasing.

- BOE approval limits are consolidated into **Section 107**, regardless of contract type. A more detailed explanation of non-competitive contracts is added in **Section 113**.
- **Section 210:** Travel Status removes 150% of CONUS rate and allows the Department head to determine and approve an appropriate rate of reimbursement when there is a host hotel for a conference, or a special event has raised the GSA significantly.
- **Section 212:** Updated to remove explicit references to Southwest and SWABIZ and to add information about the corporate business account/ghost card program.
- **Section 214:** Remove section stating reward or bonus flight points shall be used whenever possible to meet State travel needs.
- **Section 218:** Allow for a gratuity for commercial transportation and allow for scanned copies of original receipts.
- **Section 230:** Add a requirement for the Clerk of the Board of Examiners to approve or deny a request for moving expenses within 10 days.
- **Section 232:** Remove the ability of a department to establish a lower reimbursement rate for moving.
- Information pertaining to processes and procedures administered by State Purchasing were consolidated under **Section 300**, renamed “Procurement: Contracts and Purchasing.” All information from **Section 1500** has been moved and combined into **Section 300**.
- **Section 301:** New Introduction section for procurement.
- **Section 302:** New section on federal money and the introduction of contracts versus subgrants.
- **Section 303:** Provides Certified Contract Manager (CCM) requirements its own section, including a new requirement that each agency must designate a primary CCM and notify State Purchasing if they are replaced.
- **Section 305:** Consolidates various limits for competition on procurement of supplies, materials, equipment, and services.
- **Section 306:** Provides clear information about emergency purchases.
- Other procurement methods are explained in greater detail in **Sections 0307 through 0313** (replacing **Sections 338, 1512, 1516, 1518, 1550, 1552, and 1554**)
- **Section 314:** New section on procurement of software.

- **Section 315:** New section outlining the differences in hosted vs. non-hosted training events.
- **Sections 316 and 317:** New sections on the repair and maintenance of real property and equipment.
- **Section 318:** New section defining Invitations to Bid (ITB).
- **Section 319:** New section defining Requests for Proposals (RFP) processes.
- **Section 320:** New section on circumvention of procurement requirements.
- **Section 321:** New section on Post-Award Contract Management.
- **Section 322:** (previously **Section 1556**): Revised to include all current credit card programs and a new Special Use Card program type to be used for unique situations such as Division of Child and Family Services recent exemption.
- **Section 323** (previously **Section 1514**): Requisition and Purchase Order policies have been revised to create a consistent process by requiring all agencies to transition to only purchase orders issued through the electronic procurement system (NevadaEpro and then Core.NV after phase 2).
- **Section 324** (previously **Section 1520**): Delivery, Receipt, and Inspection.
- **Section 325:** New section on Federal Surplus Property Program
- **Section 326:** New section on Personal Property and Fixed Assets.
- **Section 327:** New section on Surplus property, materials and equipment.
- **Section 400:** Clean up of certain references and agency names. Extensive revision of **section 406**, “Electronic Records,” to clarify services and explain procedures for agencies regarding their management of electronic records. Eliminate **section 408** “Electronic Imaging”, **section 409** “Electronic Records Committee” and **section 410** “CD Rom Records”.
- **Section 500:** Outlines current policies and procedures for various State insurance programs managed by the Risk Management Division. Changes include revisions to internal insurance programs and claims procedures along with directing agencies to the Attorney General’s Office for questions regarding the self-insured liability program administered by that Office.
- **Section 504:** Provides revisions to building and location reporting procedures to be consistent with current practice. Incorporates information on the insurance policy for cyber liability. The revisions provide clarification for internal claim processing and raises internal

agency deductibles for the insurance claims (auto/property) to be more in line with current program costs due to inflation and premium increases assessed by the State's Excess Insurers for both real properties and assets such as vehicles and equipment.

- **Section 505:** New section on Certificates of Insurance (was part of **section 504**).
- **Section 516:** Provides updates to be consistent with the forms currently utilized by State Purchasing and clarifies Risk Management's role within the State contracting process.
- **Section 1020:** Removes language regarding agency participation in the selection of potential lease sites.
- **Section 1022:** Clarifies the GFO determines rental costs per square foot for State-Owned Buildings and removes references to non-State owned buildings.
- **Section 1028:** Removes specific temperature levels for buildings and removes the prohibition on use of portable space heaters.
- **Section 1200-1210:** Provides clarification on State Mail Office hours, processes, and service availability by region.
- **Section 1323:** New section on telematics in State-owned vehicles.
- **Section 1408:** Updated hours of operations for the entire Fleet Services Division facilities in Carson City, Las Vegas, and Reno.
- **Chapter 1500:** This chapter was removed and consolidated into Chapters 0100 and 0300.
- **Chapter 1600:** Replace Department of Administration, Division of Enterprise Information Technology Services (EITS) with Office of the Chief Information Officer (OCIO).
- **Section 1612:** Adds that the CIO issues an Acceptable Use Policy for State-owned technology resources.
- **Section 1904:** Removes the definition of advanced planning. Adds a qualifier to advanced planning for projects over \$10 million. Removes advanced planning funding for agency funded projects from the Capital Improvement Program requests.
- **Section 1904:** Removes the requirement prior approval of architectural designs prior to advertising. Removes the verification of conformance to ADA guidelines.
- **Section 1908:** Increases the threshold for project management from Public Works for remodeling, repairs and maintenance work from \$100,000 to \$300,000.
- **Section 1912:** Removes the requirement of State Public Works Division to take necessary steps to correct Fire Marshall orders in State property if an agency in charge of the property

fails to comply with the order. Removes the requirement to provide the report of inspections annually to the Board of Examiners.

- **Section 1912:** Removes the personal fine and criminal sanctions for violating a stop work order issued by the State Public Works Division.
- **Chapter 2000:** Replace Department of Administration, Nevada State Library and Archives (NSLA) with Nevada State Library, Archives and Public Records (NSLAPR).
- **Section 2002:** Removes the reference to the Nevada Electronic Records Committee.
- **Section 2004:** Revises the hours of service and removes the toll-free in-State phone number.
- **Section 2006:** Revises the number of copies State agencies have to submit to the State Publications Distribution Center from 12 to 10. Renames the Services to the Blind and Physically Handicapped Service to the Nevada Talking Books Services. Removes the Literacy Coalition Services. Removes the requirement for the borrowing office to pay return postage for materials received through interlibrary loan. Changes the loan period from 1-2 weeks to 4 weeks.
- **Section 2010:** Removes the Nevada Literacy Coalition Collections from the available State Library Collections.
- **Section 2012:** Removes the State Data Center Newsletter from publications of interest.
- **Section 2014:** Removes the detailed services provided by Records Management.
- **Section 2016:** Removes the definitions for Records.
- **Section 2018:** Removes language regarding agency creation of records retention and disposition schedules, minimum retention periods, principles used to appraise records, designation of records management officer, Records Disposition Authorization forms, definitions of records and non-records, and disposal of non-records and replaces it with language regarding where disposition schedules may be found on the State Records website, types of dispositions, and periodic review requirements.
- **Section 2020:** Removes language regarding ability to store microfilm and microfiche at the Records Center, and prioritization of vital records. Adds language requiring at least 1 year remaining before the expiration of the minimum retention period. Replaces the paper Records Center Accession process with electronic processing through the Records Center Web Portal. Moved disposition holds to SAM 2024. Changes the 30 day notice of Pending Disposition of Records to 60 days. Combines access to records from Section 2022.
- **Section 2022:** Deleted with relevant sections relating to access to records moved to Section 2020. Removes operating hours for the Records Center.

- **Section 2024:** Adds language regarding the deletion of electronic records containing confidential information. Moves disposition holds from SAM 2020 and adds public records request to the reasonable grounds for extending the retention of records beyond the minimum authorized retention period.
- **Section 2026:** Deleted all specific standards and requirements for off-site storage facilities not owned by the State and refer to the NAC 239.742 for requirements. Adds requirements for an authorized list for non-State owned storage.
- **Section 2038:** Adds language regarding acceptance of electronic records into the State Archives and ensuring ongoing accessibility of such documents.
- **Section 2040:** New section on services provided to digitize permanent records from a variety of formats.
- **Section 2540:** Revised eligible uses of the Reserve for Statutory Contingency Account.
- **Section 2629:** Allows for the reimbursement of obtaining or maintaining a professional license, registration or certification for permanent full-time employees whose positions are required by statute, regulation or classification specification to have a specific license or certification. Reimbursement is limited to the amount of the license and does not apply to collectively bargained positions unless the collective bargaining agreement specifically allows for the reimbursement of these types of expenses. It also does not apply to other licenses, registrations or certifications held by an employee. Continuing education and training are limited to \$250 per employee on an annual basis.
- **Section 2630:** Allows for appropriate decorating of State office common areas if budget authority exists.
- **Section 2634:** Removes the \$150 limit for elected official State Photographs.
- **Section 2644:** Increases the limit for service awards from \$50 to \$100 and consolidates Section 2648 regarding plaques for businesses or individuals.
- **Section 2646:** Increases the limit for awards/gifts to volunteers from \$50 to \$100.
- **Section 2648:** Removed and consolidated with Section 2644.
- **Section 2650:** Requires an agency with water source issues to work with Buildings and Grounds on a resolution.
- **Section 2652:** Allows for the purchase of appliances for a break room after consultation with Buildings and Grounds. Prohibits toasters, ovens, and mini refrigerators in State owned and leased buildings when appliances have been provided by Buildings and Grounds.

- **Section 2901 and 2902:** Combined sections on accidents.
- **Section 2903:** Moved accident related information to Section 2901.
- **Section 2905:** Reduced the delegation for the payment of tort claims without Board of Examiners approval from \$200,000 to \$100,000 to be consistent with other approvals.
- **Section 2905.1:** This section is in NRS 41.0375 and has been combined with Section 2905.
- **Section 2907.1 and 2907.2:** Combined into Section 2907.
- **Chapter 3000:** Changed Office of Grant Procurement to Office of Federal Assistance.
- **Section 3022:** Added requirement to check federal debarred/suspended list for subawardees. Revise Cash Management Improvement Act language around interest. Revise subaward and subcontract reporting requirements threshold from \$25,000 to \$30,000 in line with the Code of Federal Regulations (2CFR Part 170).
- **Section 3802:** Clarify that the Deferred Compensation program includes the FICA alternative program for seasonal, temporary and intermittent employees program under 26 U.S.C 3121 (the. Combined with Section 3806 regarding limitations of deductions for a calendar year. Clarifies that assets in this program are to be managed and held in trust for the exclusive benefit of the participants only.
- **Section 3804:** Adds language to specify the Committee has authorized the Department of Administration to serve as the main support to the Committee.
- **Section 3806:** Combined with Section 3802.
- **Section 3808:** Removed the reference to income tax imposed by the State or political subdivision.
- **Section 3811:** Added definition of FICA Alternative Plan and its purpose. Added a section on non-State entities ability to participate in the FICA Alternative Plan.
- **Section 3812:** Removes reference to the Nevada System of Higher Education. Added language that the division is established within the Department of Administration.
- **Section 3814:** Amended to establish the current adopted Administrative process and establishes the changes made in 2015 when the program consolidated to a single recordkeeper vendor, and amended the administration of the Program to be unbundled administration under the direction and administration of the Executive Officer appointed by the Director of the Department as a result of the passage of SB502 in 2017.

Peer Review Committee

Ellen Crecelius, Deputy Administrator, Department of Health and Human Services

Perry Faigin, Deputy Director, Department of Business and Industry

Dominique Etchegoyhen, Deputy Director, Department of Conservation and Natural Resources

Gideon Davis, Administrator, Department of Administration

Michele Garton, Deputy Administrator, Department of Administration

Mike Strom, Administrator, Department of Administration

Robert Burgess, Administrator, Department of Administration

James Gast, Administrator, Department of Administration

Rob Boehmer, Executive Officer, Department of Administration

Joy Grimmer, Deputy Director, Department of Administration

Kristi Defer, ASO IV, Department of Public Safety

Jordan Goshert, Deputy Director, Department of Wildlife

William Dawson, Deputy Administrator, Department of Agriculture

Bachera Washington, Administrator, Department of Administration

Kristina Shea, Deputy Director, Department of Corrections

Angela Smith, Deputy Director, Department of Motor Vehicles

Mandy Hagler, Administrator, Department of Administration

B. State funds may be used to pay *for professional association* dues if:

1. The State employee is eligible by virtue of the unique State position held;
2. The membership is institutional; and
3. There are demonstrable benefits accruing to the State rather than the individual.

2629 Professional Licensure and Continuing Professional Education Costs

- A. Where applicable, the State abides by federal and State laws and accreditation requirements regarding licensure, registration and certification of employees. Any employee whose position requires a license, registration or certification must obtain and maintain an active license, registration or certification unless:
1. ~~There is an exception in statute and the employee meets the conditions for the exception; or~~
 - ~~A.2. The director of the agency is able to and has, for good cause, waived the requirement for a period of time in order for the employee to obtain the license, registration or certification. Exceptions and waivers must be properly documented and justified, and employees must obtain the license, registration or certification within the timeframe allowed by the exception or the waiver.~~
- B. *For positions which are required by statute, regulation or for which the classification specifications require a professional licensure, registration or certification, costs for ~~employees whose job requires licensure or certification as a requirement for duty is not an allowable expense. This applies to both initial costs to obtaining~~ the license, registration or certification as well as renewal costs ~~for employees~~ to maintain the license, registration or certification are reimbursable expenses subject to budget availability of the agency.*
1. *This provision only applies to permanent full-time employees who have worked for the State for at least one (1) year.*
 2. *This provision does not apply to employees under a collective bargaining agreement unless the agreement specifically provides for the reimbursement of professional licenses, registrations or certifications ~~credentials or licensure~~.*
 3. *This provision only applies to licenses, registrations or certifications required for the position. If the employee has other licenses, registrations or certifications that are not required by statute, regulation or the classification specification, they are not a reimbursable expense.*
- ~~B.4. The reimbursement is limited to the amount of the license, registration or certification. Other costs, including late fees, are not reimbursable expenses.~~
- C. The State encourages employees to keep their job skills current, and the continuing education and training of employees is an allowable expense, *up to \$250 annually, subject to budget availability, as long as if* the continuing education or training relates to the employee's work assignments and/or benefits the agency for which the employee works.
1. *Continuing education and training expenses are subject to budget availability of the agency for which the employee works.*
 2. *Continuing education and training expenses may include the reimbursement of college tuition for which the final grade is a "C" or higher. Textbooks and other expenses are not reimbursable.*
 3. *Continuing education credits for the sole purpose of renewing licensure or other professional certification are not ~~reimbursable~~an allowable expense.*

4. ~~R~~Conference registration fees ~~for conferences, classes, or other formal opportunities for skill refreshment and networking~~ are permissible *expenses if*:
 - a. ~~expenses as long as~~ Continuing professional education credits are only incidental to attendance; *and*
 - b. *The name and dates of the conference, and the employee's name are listed on the registration receipt; and*
 - i. *An employee participates in the program or gives a presentation; or*
 - ii. *An employee must attend as part of his/her State duties; or*
 - ~~C~~.iii. *The events or other activities are related to or sponsored by State economic development or tourism marketing; -*

~~D. Conference registration fees are also allowable costs if an employee:~~

- ~~1. Participates in the program or gives a presentation;~~
- ~~2. Must attend as part of his/her State duties; or~~
- ~~3. Participates in events or other activities related to or sponsored by State economic development or tourism marketing.~~

~~E. The name and dates of the conference, and the employee's name must be listed on the registration receipt.~~

2630 Decorating Offices

- A. It is the policy of the State to furnish offices with appropriate furniture and equipment for the position.
- B. *To the extent budgetary authority is available for this purpose, expenses for decorating common areas of State offices are allowable. Decorations must be appropriate to the agency and for a government office.*
- C. Personal decorations are not an allowable State expense.
- D. *No live plants are permitted in any State owned or leased building.*
- E. *Hanging of items on building walls is permitted only if the wall display will be permanent to the State or Department, and the work is completed by Buildings and Grounds.*

2632 Meeting Room Rentals

Meeting rooms are available in State or government-owned buildings throughout the State. Agencies should explore the availability and allowable use of all such facilities prior to incurring expenses relating to the rental of meeting rooms.

2634 Portrait Photographs

State policy prohibits payment of claims for portrait photography with the exception of full-time elected officials who are entitled to one official State photograph during their term in office, *if funds are available*. ~~The payment is limited to \$150 including the sitting charge, photographs and copies.~~

2636 Refreshments/Host Fund