

For State Agencies:

Individual purchases require a NevadaEpro.com release from the master blanket prior to the start of services. Contact the vendor contact person listed below for assistance in starting the selection process.

Together with the vendor contact, complete the request form using information from the appropriate IT Service Level Hourly Rates and IT Service Level Descriptions available as attachments to the Master Blanket PO in NevadaEpro.com. The agency should have approval to hire an IT consultant prior to contacting the vendor program manager. The agency is expected to obtain authorization and approval from appropriate agency staff.

Enter the release into NevadaEpro.com or contact Chuy Ampudia at Campudia@admin.nv.gov to enter the release on your behalf. The release will include by default the scope of work submitted to Knowledge Services and any communication or other documentation you provide. In the Items description agencies should enter the following: "This is the [enter FY(s)] for IT Consultant [enter consultants full name]. This release has a total not to exceed authority of [enter total approved amount] and an anticipated end date of [enter end date]. This release is for the scope of work attached to this PO in Nevadaepro.com." Agencies that are live in Nevadaepro, may choose to enter their PO's in a manner that supports their internal controls.

When entering in the release into Nevadaepro.com, agencies will need to select the MBPO 99SWC-NV25-25309 and enter the total amount of hours authorized for the term. (ie. 1040 for 6 months or parttime, 2080 for an entire year, or what ever amount funding supports.)

The vendor will process the order and issue an invoice to the state agency individual listed as the time approver or contact given during the selection. The PO Release from NevadaEpro.com is required for the IT Consultant to be able to enter their time against.

For Political Subdivisions:

Contact the vendor contact person listed below for assistance in selecting the appropriate services. Complete the Work Plan for Political Subdivisions using information from the appropriate Price Schedule and Service Descriptions.

Send the work plan to the vendor contact for authorization and signature from the vendor.

Obtain authorization and signature in accordance with the policies and procedures of the using political subdivision, along with any Purchase Order or other required documentation.

The vendor will process the order and issue an invoice directly to the using political subdivision.

Contract Manager

Primary: Chuy Ampudia

(775) 531-3305

Campudia@admin.nv.gov

Vendor Contact

Leigh Ann Ellis

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(775)391-3928