



Jim Pillen, Governor

To: All State Agencies
From: Department of Administrative Services, Materiel Administrator
Application: Personal Property/Goods that are NOT restricted items
Subject: State Contract Purchasing
Effective Date: 04-01-2025

In accordance with Neb. Rev Stat § 73-812 (8) the Department of Administrative Services - Materiel Administrator gives all State Agencies the following purchasing power when it comes to personal property/goods purchases:

Total Purchase \$0 - \$499.99

When the total purchase is between \$0 and \$499.99 a state agency may make a direct purchase from a vendor regardless of whether the item is on a statewide contract or not. The state agency does not have to prioritize statewide contracts for this purchasing level but is encouraged to check statewide contracts when possible. Agencies are not to create multiple purchases back-to-back to avoid a higher purchase amount over \$499.99.

Total Purchase \$500.00 - \$4,999.99

When the total purchase is between \$500 and \$4,999.99, a state agency must document a savings of five percent (5%) or greater to not purchase off a statewide contract without asking DAS-Materiel Administrator for permission. When the savings is not 5% or greater, the state agency must fill out an SPB Form 5 and submit as an O8 requisition in E1 for DAS approval. Non-statewide contract purchases must be documented on a Non-Contract Reporting \$500 to \$4,999.99 Form and turned in quarterly to DAS-Materiel.

Total Purchase \$5,000.00 or greater

When the total purchase is \$5,000 or greater and the items are offered on a statewide contract, a state agency must fill out an SPB Form 5 and submit for approval if the state agency is not wanting to purchase off the statewide contract, regardless of the savings percentage.

This purchasing authority can be revoked at any time. This letter is only as good as the level state agencies are willing to follow it, as well as document savings. DAS Materiel will evaluate at fiscal year end June 2025 and will reissue this authority if it is appropriate to due so.

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Examples:

1. Department of Agriculture needs to purchase a tractor part. The part is offered on a statewide contract for \$800.00 but a local provider in Albion can provide it for \$755.00. This is a saving to the State of over 5%. The Department would then make the purchase but would need to document the savings on a Non-Contract Reporting \$500 to \$4,999.99 Form which would be turned into DAS-Materiel quarterly.
2. Department of Transportation needs to purchase 4 new pickup tires in Holdrege. The tires are offered on a statewide contract for a total of \$1,780. A local repair shop in Holdrege sells each tire for \$440.00 a piece or \$1,760.00 total. The NDOT employee cannot purchase each tire separately to be under a \$499.99 threshold. The NDOT employee also cannot purchase directly since the saving is not 5% or greater from the statewide contract price. Therefore, the NDOT employee must either (1) purchase off the statewide contract or (2) fill out and submit SPB Form 5 in E1.
3. State Fire Marshal needs a hotel in Hastings, NE. They call a local hotel that offers \$160/night, and the employee needs two nights. There is no need to compare with the statewide Engine contract since this purchase is under \$499.99. (Checking the Engine contract is recommended, but not required)
4. Department of Administrative Services needs to book a hotel room for a 309 Task Force employee in Fort Robinson, NE for one week. Per the Engine statewide contract, the nearest hotel room is in Chadron for \$135 but 27 miles away. The DAS-309TF employee calls Fort Robinson State Park and can book a hotel room on site for \$150. Since the statewide contract doesn't offer a hotel at the site requested (Fort Robinson) DAS can book the Fort Robinson hotel, regardless of the higher cost.
5. Nebraska Game & Parks Commission maintenance needs to purchase \$150 worth of hand tools in Hastings. Since the purchase is under \$499.99, the maintenance worker can just go to a local store and make the purchase or purchase off the statewide contract.

