



Jim Pillen, Governor

To: All State Agencies
From: Department of Administrative Services, Materiel Administrator
Application: Goods & Services
Subject: Statewide Contract Designation
Effective Date: 07-01-2025

- I. Nebraska law does not allow procuring agencies to purchase from a contract managed by a sister agency unless the contract has been designated for statewide use.
- II. All contracts designated for statewide use are managed by the Department of Administrative Services – Materiel Division, State Purchasing Bureau (“SPB”).
- III. If the managing agency does not agree to designate a contract for statewide use upon a sister agency’s request, the requesting sister agency should prepare a solicitation for the personal property or services. The resulting contract will be designated for statewide use.
- IV. Agencies may not execute a contract renewal or extension period on an agency-managed contract when a statewide contract exists for the same personal property or services, unless otherwise approved by the Materiel Administrator or designee.

Michelle Potts, Materiel Administrator

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