

State Purchasing Bureau Policy

NOTICE

This guidance document is advisory in nature but is binding on the Nebraska Department of Administrative Services until amended. A guidance document does not include internal procedural documents that only affect the internal operations of the Department of Administrative Services and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. See Neb. Rev. Stat. § 84-901.03

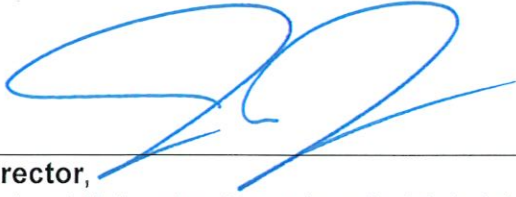
Policy No: 24-09
Application: Goods & Services
Subject: Statewide Contract Designation
Effective Date: 07-19-2024

- 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.

[SIGNATURE PAGE TO FOLLOW.]

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The foregoing policy is duly signed and executed on this 18th day of July, 2024.



Director,
State of Nebraska, *Department of Administrative Services*

July 18, 24

DATE



Material Administrator,
State of Nebraska, *Department of Administrative Services*

July 18, 2024

DATE

