Contract Renewals

Procurement staff (Contracting Officer, Senior Buyer, Buyer) is responsible for overseeing contract renewals for University contracts resulting from a solicitation process. **Note:** The process should start in January of each fiscal year, six months before the contract expires.

- **If there is at least one valid renewal option remaining on a contract, it can be renewed annually.**
- **If there is not a valid renewal option,** an Issuing Officer may extend the contract with the supplier’s consent. The State Purchasing Division’s (SPD’s) prior consent may be required (GPM 7.6.3 – Contract Extensions).
- **Issuing Officer verifies there are no existing statewide contract that would meet the university’s needs.**
- **If a mandatory statewide contract exists,** a waiver must be requested from the SPD for approval to renew.
- **If a convenience statewide contract exists,** a waiver is not required; however, the Issuing Officer must ensure the overall cost & conditions of the Agency Contract are more favorable than the convenience statewide contract before renewing.
- **End user is instructed to submit a requisition for the next fiscal year.**
- **If end user confirms contract is still needed,** a Contract Renewal Letter is sent to the contractor requesting written agreement to renew under current terms & conditions.
- **Contracts exceeding 100k:** the supplier’s tax compliance is re-verified with the Dept. of Revenue.
- **Request following documents with renewed letter as needed:** Immigration & Security Affidavit, Insurance Certificate, Performance Bond, Payment Bond, Letter of Credit, Anti-BDS, & any others that may be required.
- ** Issuing Officer processes renewal using Contract Renewal Template (SPD-CP010) as appropriate.**
- **A change order must be processed to the existing purchase order (PO) for the new contract renewal—unless granted a written exception from the SPD.**
- **Once the change order is generated,** Issuing Officer sends copy of the PO to the contractor, end user, & business manager. A copy of the Insurance Certificate is sent to the Risk Assessment Department.
- ** SPD recommends renewals no later than 60 days prior to the expiration date.**
- **The Contract Renewal Template, Contractor Assessment Form, Contract Renewal Letter, Insurance Certificate, & other updated forms are filed & maintained in the KSU Office of Procurement.**

**Links**

- [Click here for the Georgia Procurement Manual (GPM)]
- [Click here for the Department of Administrative Services (DOAS)]
- [Click here for the State Purchasing Division (SPD)]