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.

Issuing Officer verifies there are no existing statewide contract that would meet the university’s needs.

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).

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.

Initial end user who requested the contract completes a Contract Assessment Report to determine the supplier performed satisfactorily & met all requirements outlined in the contract.

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.

SPD recommends renewals no later than 60 days prior to the expiration date.

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.


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)