

## CONTRACT PROCESS TO EXTEND OR REBID AN EXISTING CONTRACT

The following steps are to be followed when processing an **existing contract**:

1. State Contract Procurement Officer (SCPO) monitors his/her milestone chart for scheduling of contract requirements.
2. SCPO obtains copy of current contract as referenced.
3. SCPO, with concurrence from user committee, determines whether contract should be extended or rebid. (If it is determined the contract is to be extended, contact present vendor, negotiate and request proposal for extension, get concurrence, compliance, Administrator approval and then send contract extension letter to be signed and returned. This process must be initiated ninety (90) days prior to contract expiration.)
4. SCPO sends notification to web master and to list serve.
5. **Rebid** - If it is determined to re-bid, based on the outcome of item 3 above. SCPO contacts major users (user committee) to set up fact finding meeting, review usage reports (vendor supplied) and review/update milestones.
6. SCPO obtains paper copy of ITB/RFP boilerplate, from Electronic P drive fills in blanks, attaches specifications, schedule pre-bid meeting if necessary.
7. SCPO sends (via fax, state courier or e-mail) ITB/RFP draft to agency or user group for approval.
8. Agency or user group approves and sends approval back to SCPO (via fax, state courier or e-mail).
9. SCPO submits ITB/RFP to State Contract Administrator (SCA) for approval
10. SCPO sends certified e-mail to advertise ITB/RFP for two (2) consecutive weeks in the newspaper.
11. SCPO sends via e-mail notification of solicitation to all registered vendors. The website link is also provided. SCPO adds any new vendor e-mail addresses to list if applicable (check present contract file for additions)
12. SCPO has web master post to Website.
13. As bids are received they are manually recorded in bid log by Administrative Assistant and or SCPO showing date and time received.

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14. At bid opening Administrative Assistant and or SCPO reads bidders/offerors name and address. From this point, the SCPO has 30 days to award contract if Invitation to Bid (ITB) or 90 days if Request for Proposal (RFP)
15. SCPO checks validity of bid surety if applicable, and that all required documents have been received with bid. SCPO notifies vendor(s) if non-responsive bids.
16. SCPO checks references, if ITB, or if RFP SCPO selects one evaluation committee member to check references.
17. SCPO tabulates bids or evaluation scoring for RFP's (either manually or using (Excel) computerized spreadsheet).
18. For ITB, SCPO reviews bid tab/and recommended award with agency and obtains their approval. For RFP, user committee selects most responsive bidder or bidders for Best and Final proposals and schedule oral presentations, if appropriate.
19. SCPO makes recommendations/award during review with State Contract Administrator and obtains Administrator's approval.
20. SCPO sends out award letter and two (2) original copies of contract form to successful vendor. Sends out no award notices to unsuccessful vendors after receipt of executed contract. Return bid surety to unsuccessful vendors if applicable. At this point, the vendor has 20 days to return executed contract to SCPO.
21. SCPO prepares award notice for the agencies.
22. When contract forms (performance bond) are returned, check to see if:
  - a. Signed Correctly
  - b. Notarized
  - c. Performance Bond is correct
23. SCPO has contracts signed by State Contract Administrator and witnessed by SCPO. Return one signed copy to vendor and retain one signed copy in contract file. Return Bid Surety if applicable.
24. SCPO forwards award notice to agencies via list service or individual e-mail and to Web Master. Original copy is retained by SCPO in contract file.
25. Website procedure. SCPO follow up to insure award notice is posted on web site.