

Agency Contract Extension Process Checklist

Instructions

- Use this checklist to guide your agency through the contract extension process.
- If any step does not apply for your contract (e.g., no extension option, rebid required), mark as N/A and optionally comment.
- Maintain versioning (date, responsible person) and archive completed checklists.

Best practice: Use the official boilerplate extension/amendment templates available on the State procurement portal wherever possible — these reflect current regulations and posting requirements.

1. Pre-Extension Review & Decision

- Review the original contract’s “Special Provisions” or other extension clause to confirm: extension option is available, terms (period, pricing adjustments) are defined, and the contract scope fits current need.
- Initiate market research and benchmarking of current contract pricing, vendor performance, and use/spend data.
- Review vendor compliance: confirm vendor is current on required licenses, insurance/certificates, required reporting and performance obligations.
- Engage user-group or stakeholders (if applicable) for input: do the agencies using the contract support an extension, or do they recommend a rebid? Document consensus or recommendation.
- Make a documented recommendation (extend vs. rebid) with rationale (performance, pricing, market conditions, change in needs).
- If decision is rebid, stop the extension process and initiate solicitation planning instead.

2. Negotiation & Amendment Preparation

- If extension is recommended: begin negotiation with vendor(s).
- Prepare contract amendment (or extension amendment) reflecting agreed terms. This includes any required change in vendor name, service description, pricing structure, etc.

- Obtain internal approvals required under agency policy (legal review, budget review, etc sign-off).
- Prepare extension amendment, using best practice template.
- Vendor signs the amendment then countersigned by authorized agency signatory.

3. Website Posting

- Complete the Required Posting Form (e.g., “Award Addendum” template) to reflect the extension or other contract modification.
- Include in the posting the full list of awarded vendors (not just those affected), the revised contract period, and pricing (if changed).
- Submit the Award Addendum to Contracting@delaware.gov for posting on MyMarketplace.
- Verify that the posting is published correctly on the MyMarketplace contract directory.
- Update internal contract-management file to include posting confirmation, amendment, and any vendor correspondence.