

Contract Extension Process

September 2023

Extension Workflow



Benchmark & Market Research

Contract Officer:

- Pulls contract spend details and uses the data to complete a benchmark. Analysis is also completed using the contract spend details to identify who the buying agencies are to ensure proper user group representation.
- Market research is completed to see how our contract rates compare to surrounding states.
- Contract file is reviewed to ensure vendor(s) are current with reporting, as well as licensing and insurance.

User Group Engagement

User group will be asked to attest that they have no conflict of interest as it relates to the contract and whether they wish to see the contract extended or rebid.

If rebid, they will be asked to provide reason for the rebid vote. If consensus is a rebid, extension work halts and the contract manager begins the rebid process.

Vendor Negotiations

Contract Officer:

- Engages vendor(s) to negotiation the extension, bring past due reporting current, and update any expired or expiring business licenses and/or certificate of insurance.

Based on vendor feedback, this is a second point in the extension process that may move the contract to a rebid.

Extension Amendment

Contract Officer:

- Sends extension amendment to vendor(s) based on the extension negotiation outcome for signature.
- Once returned, amendment is countersigned.

Website Update

Contract Officer:

- Prepares an addendum to the Award Notice and Pricing Spreadsheet, if applicable, identifying the agreed upon extension terms.
- Addendum is submitted for online posting.
- After posting an email is sent to the Contracting List Serve.