



*Department of Administration*  
**State Division of Purchasing**

### Cure Notice - DOP Contracts

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<b>Document #</b>	1	<b>Revision:</b>	1
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<b>Approver:</b>	Mike Gwinn – Deputy Administrator	<b>Reviewed:</b>	1/26/2026
<b>Title:</b>	Cure Notice - DOP Contracts		
<b>Description:</b> Cure notice process for contracts administered by DOP.			
#	Steps	Key Points	Timeline (Days)
1	Agency notifies DOP of Contractor insufficiencies	<ul style="list-style-type: none"> <li>Agency notifies DOP of underperforming Contractor</li> <li>Agency provides evidence of underperformance to DOP Contract Admin (CA)</li> <li>Assigned CA logs task in Asana</li> <li>Save all evidence and correspondence between Contractor, Agency, and CA in the Contract Documents - Performance Management subfolder in the V drive</li> </ul>	2
2	CA determines need for Cure	<ul style="list-style-type: none"> <li>CA reviews all evidence brought forth by Agency</li> <li>CA compares evidence with Contract terms to determine validity of cure                             <ul style="list-style-type: none"> <li>Insufficiencies must align with Contract specifications</li> </ul> </li> <li>CA communicates with the Agency if a Cure will be established or if additional information is needed from the Agency</li> </ul>	5

3	CA drafts Cure Notice	<ul style="list-style-type: none"> <li>CA details out contractor insufficiencies in Cure Notice Template</li> <li>CA submits draft for review by DOP leadership and legal</li> </ul>	3
4	Cure Notice sent to Contractor	<ul style="list-style-type: none"> <li>CA sends the Cure Notice to Contractor</li> <li>Contractor must acknowledge Cure Notice within time period stated in Cure Notice Letter and outlined again via email. (usually within a day or two)</li> <li>Contractor must provide a Corrective Action Plan within time period stated in Cure Notice Letter and outlined again via email. (usually within a week)</li> </ul>	Dependent on Cure Notice
5	Corrective Action Plan	<ul style="list-style-type: none"> <li>Contractor provides a Corrective Action Plan according to details in Cure Notice</li> <li>CA discusses with Agency if Corrective Action Plan will solve the insufficiencies detailed in Cure Notice</li> <li>If Agency denies Corrective Action Plan, CA and Agency determine what will be needed to meet insufficiencies detailed in Cure Notice and notify Contractor on what needs to be revised</li> <li>If Agency accepts, CA coordinates with Contractor and establishes a deadline via email to cure the insufficiencies* <ul style="list-style-type: none"> <li>★ CA communicates with Agency to determine deadlines depending on content in Contract and Cure</li> </ul> </li> <li>Document deadline email is saved in Contract Documents – Performance Management subfolder in the V drive</li> </ul>	5
6	Cure Period	<ul style="list-style-type: none"> <li>Continue monitoring performance of Contractor, with aid from Agency, providing on-going updates <ul style="list-style-type: none"> <li>★ If new insufficiencies arise, they can be added to the current cure, but the timeline starts over, or another Cure Notice or Corrective Action Plan may be needed</li> </ul> </li> </ul>	Dependent on Cure Notice (30-day standard)
7	Resolution	<ul style="list-style-type: none"> <li>When the deadline is reached, CA determines, with aid of Agency, if Contractor has sufficiently met the requirements of the Cure Notice</li> </ul>	2
7A	Termination Letter	<ul style="list-style-type: none"> <li>Issue Termination Letter if insufficiencies are not corrected according to Corrective Action Plan and Cure Notice</li> </ul>	5

		<ul style="list-style-type: none"> <li>• CA facilitates end of Contract with Agency and Contractor, depending on deadline in Termination Letter. (Picking up Contractor owned equipment, closeout of billing, etc.)</li> <li>• CA creates an amendment to formally terminate the Contract per terms of the Contract if Termination Letter was issued</li> <li>• CA sends copies to all parties</li> <li>• Update Luma with Amendment and Termination Letter</li> <li>• Update Asana, V drive, and printed file folder (Pre 2023)</li> </ul>	
7B	Close Out Letter	<ul style="list-style-type: none"> <li>• Issue Close Out Letter if insufficiencies are corrected according to Corrective Action Plan and Cure Notice.</li> <li>• If insufficiencies are in process as deadline approaches, with Agency approval, they will be monitored after the Close Out Letter is sent. Commitment from Contractor will be stated in Close Out Letter.</li> <li>• CA sends copies to all parties</li> <li>• Update Luma with Close Out Letter</li> <li>• Update Asana, V drive, and printed file folder (Pre 2023)</li> </ul>	5