

AGENCY LETTER HEAD ENTERED HERE

MONTH DAY, YEAR

CONTRACTOR CONTACT
COMPANY NAME
CITY, STATE ZIP

VIA EMAIL TRANSMISSION
EMAIL: CONTACT EMAIL

RE: Survivability of Temporary IT Project Staffing Resource PSO

This letter is to inform the contractor, CONTRACTOR NAME, that the State of Idaho, AGENCY NAME, pursuant to contract SBPO1520108 is exercising the right to enact the Survivability clause, section 3.4 of the Special Terms and Conditions, for the Temporary IT Project Staffing Resource(s) PSOs listed for a total of 540 calendar days beyond the expiration of the contract, or until the IT project is fully implemented, tested, accepted, and provided 90 calendar days of production service, which ever comes first. The below listed PSOs are valid until September 23, 2023.

AGENCY TO LIST PSO NUMBER(S) IN THIS AREA FOR ABOVE CONTRACTOR

Sincerely,

AGENCY SIGNER NAME, AGENCY SIGNER TITLE

INSTRUCTIONS (PLEASE DELETE INSTRUCTIONS BEFORE SENDING LETTER)

This letter is for Agencies to use to send to Contractors to inform the Contractor the Agency is activating the Survivability Clause of their existing PSOs. No return signature needed from the contractor.

By activating the survivability clause the PSO for an IT Project Staffing Resource can survive a maximum 540 calendar days from the expiration of the contract. All existing contracts expire March 31, 2022. This includes the 90 days of production service.

Agency to insert their letter head and insert agency information over red lettering, change all to black, and complete any other needed edits. Also, please delete the blue instructions portion.