



Department of Administration
State Division of Purchasing

Renewal Process for Agency Contracts

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Title:	Renewal Process for Agency Contracts		

Description: This document describes the process for renewing expiring Agency contracts administered by DOP. The assigned DOP Contract Administrator (CA) is the lead for this process and will coordinate action from the Agency and Contractor as detailed below. *This process, including the timeline, is the standard that will be used for most renewals. Deviations may occur from time to time depending on prioritization of other projects or unforeseen complications that arise during the process.*

#	Steps	Key Points	Timeline
1	CA runs expiration report in Luma	<ul style="list-style-type: none"> Report runs last week of every month for contracts expiring in month 4 from date of report (e.g. report is ran June 30 for expirations in October) Responsibility of the report is rotated among CAs Contracts are sorted by Agency, renewable/non-renewable, and divided up between CAs CAs log each renewal in Asana 	1 business day
2	CA performs renewability check	<ul style="list-style-type: none"> Review contract term for renewal options Perform exclusion/debarment check (SAM.gov) 	1 business day
3	CA sends contract expiration notice to Agency	<ul style="list-style-type: none"> CA will send either a Renewable Notice (see Step 4a) or a Non-Renewable Notice (see Step 4b) Notices are sent using email templates for standardization Notices are sent within 2 days of assignment, and Agency is given 1 month to respond 	1 business day
4a	Renewable Notice – Agency submits request to renew or extend contract	<ul style="list-style-type: none"> Request includes: <ul style="list-style-type: none"> - Form DA-1 – Purchase Requisition Request is emailed to: ContractAdmin@adm.idaho.gov If changes are needed, refer/switch to Amendment Process Agency may choose to let contract expire; Agency responsible for notifying CA and closing out contract 	1 month
4b	Non-Renewable Notice – Agency acknowledges expiration and closes out contract, or submits request to extend contract	<ul style="list-style-type: none"> Extension Not Needed: Agency responsible for notifying CA and closing out contract Extension Needed: Refer to Step 4a - Agency must check with CA regarding the extension, additional justification may be needed. Reprocure: Refer to procurement process for RFQ, ITB, or RFP 	
5	CA drafts amendment document for renewal	<ul style="list-style-type: none"> CA seeks additional information from the Agency to complete the amendment as needed CA verifies/updates Agency and Contractor points of contact on the amendment document CA adds legislative requirements as needed 	2 weeks
6	CA sends draft amendment to Contractor	<ul style="list-style-type: none"> Contractor reviews, signs, and sends back to CA If Contractor proposes changes, follow up with Agency may be needed Renewal email is sent using email template for standardization CA obtains updated certificate of insurance from Contractor 	2 weeks
7	CA executes amendment	<ul style="list-style-type: none"> CA signs amendment, sends copy to Agency and Contractor, and updates records (Luma, Asana, V Drive, Printed Folder pre-2023) 	2 business days