**Contract Renewals Standard Operating Procedures**

The purpose of Standard Operating Procedures for contract renewals is to ensure timely processing of contracts that were procured and included a renewal option in the contract agreement. All contracts that include a renewal option must be signed by the Procurement Director on or before June 30 of each fiscal year to prevent the contract from expiring/terminating and to ensure there is no break in the services beginning July 01.

**The program office shall perform the following tasks in the planning phase for developing a contract renewal packet.**

* Begin reconciling budgets for the continuation of services in the next fiscal year, program office shall review vendor payments and consider all expected invoices. Review procedures for the de-obligation of unexpended funds.
	1. For independent contractors, the purchase order (PO) must be reconciled to deobligate any unexpended funds that will not be invoiced through June 30.
	2. For contract workers, timesheets, the tracking spreadsheet, and budget must be reconciled to ensure that (1) unexpended funds through June 30 of the current fiscal year, are deobligated in the contract and (2) the renewal document reflect language accurate to the data and contract.
* Contact Grants Management and/or program budget designee for available funds for upcoming fiscal year.
* Visit the Procurement webpage to review the Timelines for Submission of Contracts to meet deadlines for submission of renewals.
* Review current contract to ensure that services and a performance evaluation are on task for completion by fiscal year-end.
* Review the Timeline for Submission of Contracts *Important Notes* *Regarding Solicitation and Contract Packet Submissions* for renewal deadline dates.
* Review solicitation, scope of work, contract begin and end dates, modification number, renewal clause for the number of renewals remaining, etc.
* Visit the Procurement webpage to obtain and complete the appropriate contract modification/renewal documents:

 **Independent Contactors Contract Workers**

* Modification/renewal contract template Modification/renewal contract template
* Justification Form Justification Form
* W-9 W-4, State Withholding
* PERS Questionnaire PERS Form 4B
* Board Item, if required Board Item, if required
* Contact vendor to update any information e.g., name change, company changes, etc. prior to submission of the contract renewal packet.
* Submit contract renewal packet(s) to the Grants and Contracts Submission Portal for procurement’s review.

**Upon submission of the packet to the Grants and Contracts Submission Portal, the Office of Procurement will take the following actions:**

* The Office Director will log and assign the renewal packet to a contract analyst (ACA)
* The ACA shall review the packet for completeness and recommend a secondary review by the Procurement Director and Compliance Officer to ensure packet is in compliance with state/federal rules and regulations.
* The ACA will email packet to the program office for completeness and/or revisions.
* Procurement staff will collaborate with the program contact person to finalize the renewal.

**Upon receipt of requested revisions and should the contract renewal not require a SBE approval, the ACA shall email the program office designee the signed Justification Form and a request to obtain final signatures.**

**The program office are responsible for the following tasks:**

* Obtaining the renewal contract approved by the procurement office and emailing the vendor a PDF copy of the renewal contract agreement.
* Upon receipt of the contract, mirror the signed contract with the procurement approved version to ensure there were no revisions made to the agreement.
* Follow the program’s internal processes to obtain the Chief Officer’s signature.
* Email the signed contract to the ACA to obtain the Procurement Director’s final signature prior to June 30.

The ACA shall compare the renewal contract approved by the procurement office and submit the renewal contract to Procurement Director for a final signature on or prior to June 30.

**Upon receipt of requested revisions and the contract renewal that does require SBE approval(s):**

* The ACA shall contact the Procurement Director to confirm program revisions were made and prepare the board item placement request for the Compliance Officer and Chief of Operations to review and approve.
* The packet shall be retained in the procurement office until SBE approval(s) are obtained.
* The ACA shall email the program office designee the signed Justification Form and a request to obtain final signatures.

**The program office shall perform the following tasks:**

* Obtain the renewal contract approved by the procurement office and email the vendor a PDF copy of the renewal contract agreement.
* Upon receipt of the contract, mirror the signed contract with the procurement approved version to ensure there were no revisions made to the agreement.
* Follow the program’s internal processes to obtain the Chief Officer’s signature.
* Email the signed contract to the ACA to obtain the Procurement Director’s final signature prior to June 30.
* The ACA shall compare the renewal contract approved by the procurement office and submits the renewal contract to Procurement Director for a final signature on or prior to June 30.

**Upon the execution of the contract renewal, the program is responsible for:**

* **INDEPENDENT** - Submit a requisition to the purchasing office after July 1 to process a purchase order (PO), manage services, invoices, and payments.
* **CONTRACT WORKERS** - Manage services/hours/travel, timesheets, and payments.
* Monitoring the contractor to begin work effective July 1.