



## Contract Renewal Template - Instructions

**INSTRUCTIONS:** Prior to using this form, please read the following provisions in their entirety to determine whether this form is appropriate. Then, if appropriate, complete the attached template.

**PURPOSE:** The referenced form may be used to exercise renewal options. Use this template to exercise any contract renewal.

**REMINDER:** No contract may exceed a total term of five years without SPD's prior written approval.

Prior to exercising a renewal option, the issuing officer must ensure the following requirements are met:

1. There must be a valid renewal option remaining on the contract. In the event the contract does not contain one or more renewal options or all renewal options have been exhausted, the state entity may not add renewal options through contract amendment; however, the contract may be extended subject to Section 7.6.3 of the Georgia Procurement Manual.
2. In the event exercising a renewal option would obligate funds, the state entity must possess sufficient funds at the time of contract renewal to honor this obligation.
3. Based on a review of the supplier's contract performance and other relevant factors (e.g. whether or not the state entity still needs the goods/services), the state entity must determine that it is in the state entity's best interests to renew the contract.
4. The supplier must be responsible (e.g. not currently suspended/debarred, etc.). In addition, the supplier's good standing with respect to the payment of sales and use tax must be confirmed by processing form SPD-SP045 Use Tax Compliance Form and receipt of the Department of Audits Immigration Certification.
5. Further, the parties must have reached agreement as to any contract issues which are subject to review at the time of contract renewal (e.g. pricing).
6. The State Entity will facilitate any changes, including terms and conditions, pricing, scope, or schedule, as a separate amendment using the Contract Amendment Form.