



**State of Georgia
Department of Administrative Services
State Purchasing Division**

Official Announcement # 25-04

DATE: June 27, 2025

TO: State of Georgia Procurement Professionals

FROM: Jim Barnaby, Deputy Commissioner of State Purchasing, DOAS JB

RE: Revised Contract Amendment and Contract Extension Approval Authority

The Department of Administrative Services (DOAS) State Purchasing Division (SPD) is pleased to announce updates to the [Georgia Procurement Manual](#) (GPM), to increase state entity approval authority for contract amendments and contract extensions effective **July 1, 2025**, as further described below. Key revisions to the GPM are outlined below and in the attached Summary of Georgia Procurement Manual Changes Table (Attachment 1).

1. **Contract Amendments:** Effective July 1, 2025, SPD is revising GPM Section 7.6.1.2 and increasing state entities' approval to execute substantive changes to contracts from 10% to 25% of the overall cost of the contract not to exceed \$250,000 within a twelve-month period. All other contract amendments must be submitted to SPD for prior approval.
2. **Contract Extensions:** Effective July 1, 2025, SPD is revising and clarifying the definition of contract extensions, including adding example scenarios when contract extensions may be needed. GPM Section 7.6.3 is updated to clarify when state entities must comply with other applicable procurement policy, such as sole source or emergency purchasing process. In addition, SPD is increasing state entities' authority to extend existing contracts as further described in GPM Table 7.6.

SPD will incorporate these revisions into a future update of the [Georgia Procurement Manual](#), which will be announced separately. SPD will conduct a webinar to review these changes. Please distribute this Official Announcement internally.

For any questions related to this Official Announcement, please contact spdpolicy@doas.ga.gov.



Attachment 1

**Summary of Purchasing Policy Changes
Effective July 1, 2025**

NOTE: This table summarizes changes to purchasing policy and processes within the Georgia Procurement Manual (GPM) as announced through Official Announcement **#25-04 Revised Contract Amendment and Contract Extension Approval Authority**. In the event of any conflict between this table and the GPM (once published), the revised GPM shall govern.

GPM Section	Description of Change
CHAPTER 7 – STAGE 7 – CONTRACT PROCESS	
Section 7.6.1.2. Substantive Change	<ul style="list-style-type: none"> Revised 3rd paragraph as follows: <p>State entities are authorized to execute substantive changes to contracts provided the substantive change is within scope and that the combined total of such changes does not increase the overall cost of the contract by more than 40% <u>25%</u> or \$250,000.00 (whichever is less) within a twelve-month period. Otherwise, the state entity must request and receive SPD's approval prior to executing the contract amendment. Requests for approval must be submitted in writing via email to processimprovement@doas.ga.gov spdpolicy@doas.ga.gov. Substantive changes may be processed using SPD-CP013 Contract Amendment Template or any other contract amendment approved by the state entity.</p>
Section 7.6.3. Contract Extensions and Bridge Contracts	<ul style="list-style-type: none"> Revised entire section as follows: <p>When an existing contract is set to expire but the follow on contract is not ready to be awarded, it may be necessary for the state entity to extend the existing contract or award a short term sole source contract to avoid a gap in service. These have been referred to as "bridge contracts." Extensions of existing contracts and bridge contracts may be necessitated by several different factors, such as delays in the procurement process, unexpected changes to program requirements or supplier protests. Bridge contracts awarded through the sole</p>

GPM Section	Description of Change
CHAPTER 7 – STAGE 7 – CONTRACT PROCESS	
Section 7.6.3. Contract Extensions and Bridge Contracts (<i>cont.</i>)	<p>source process must comply with Section 2.3.2 Sole Source Purchases. Contract extensions shall comply with the processes outlined below.</p> <p><i>Contract extension</i> generally refers to the continuation of a contract outside of the contract renewal process. <u>There are multiple scenarios where the state entity may need to extend a contract, including, but not limited to:</u></p> <ul style="list-style-type: none"> <u>When additional time is needed to complete contract performance at no additional cost (e.g., supplier is delayed in submitting final deliverable);</u> <u>To continue existing services at the same terms and conditions, including pricing, for an additional period of time (e.g., state entity requires two additional months of janitorial services due to delay in vacating building); or</u> <u>When the state entity requires a good or service on an ongoing basis and the follow-on contract is not ready to be awarded.</u> <p><u>In the scenarios above, it may be necessary to extend the existing contract or award a short-term sole-source contract to avoid a gap in service. These sole source contracts have been referred to as “bridge contracts.” Extensions of existing contracts and bridge contracts may be necessitated by several different factors, such as delays in the procurement process, unexpected changes to program requirements or supplier protests. Bridge contracts awarded through the sole source process must comply with Section 2.3.2 Sole Source Purchases. Contract extensions shall comply with the processes outlined below.</u></p> <p><u>Emergency contracts in excess of twelve (12) months and any renewal or extension of a multi-year emergency contract must be approved by SPD. Requests for approval may be submitted to spdpolicy@doas.ga.gov. See Section 1.3.5.3. Time Limited Emergency Contracts.</u></p> <p>All contract extensions must occur in writing and require the supplier’s consent. SPD’s prior consent to the contract extension may also be required depending on the type of extension as further described in Table 7.6:</p>

Table 7.6 Contract Extensions	
If the state entity's contract is as follows... <u>State Entity Need</u>	Then, the state entity may process contract extensions as follows... <u>State Entity Authority</u>
Scenario One: The contract has no renewal options OR all renewal options have been exercised.	If the state entity must have a continuous source of supply, then the state entity may exercise a contract extension for no more than six months (if the supplier consents) provided the state entity has already posted a solicitation to resource the contract. If the state entity has not yet posted a solicitation or desires a longer contract extension, then the contract administrator must first request and receive permission from SPD by submitting a written request to processimprovement@doas.ga.gov.
Scenario Two: The contract has one or more renewal options remaining.	If the state entity determines it is best to forgo a one-year renewal option and only extend the contract for a shorter period of time, the state entity may extend the contract (if the supplier consents) without requesting SPD's consent. However, if the state entity later determines it will continue to renew the contract for the remaining contract renewals, then the state entity may do so provided the total contract term does not exceed the time period originally defined in the contract. Once the total contract term has elapsed, then Scenario One of this table is applicable.
<u>State entity has time-limited need of supply, future competitive bid not required</u>	<u>State entity may extend up to six months</u>
<u>State entity requires ongoing source of supply, competitive bid required and posted</u>	<u>State entity may extend up to 12 months</u>
<u>State entity requires ongoing source of supply, competitive bid required and not posted</u>	<u>State entity must request extension and receive permission from SPD by submitting a written request to spdpolicy@doas.ga.gov.</u>