



Contract Renewal Procedure

v2.0, EFFECTIVE DATE: 05/15/06

- PURPOSE:** To outline the procedure to renew contracts.
- SCOPE:** This procedure applies to all executive branch agencies and non-exempt institutions of higher education, except those explicitly exempted by the *Code of Virginia*.
- PROCEDURE:** The contract renewal process will be as follows:
1. VITA's SCM Contracts Management group will submit a renewal form to the appropriate SLD 120 days prior to expiration of the contract.
 2. The SLD will verify renewal with the agency and return the form to Contracts Management indicating whether to renew or not (yes/no).
 3. If no, the SLD will indicate that the contract will not be renewed on the renewal form and return it to Contracts Management.
 4. If yes, the agency will process a requisition through eVA just as it would for any other in-scope IT good or service as outlined in VITA's ordering policies available at the VITA SCM web site.
- The renewal form must be returned to Contracts Management with the eVA requisition number included on it.** This will allow Contracts Management to update their systems to provide future renewal notices.
5. If the agency receives an invoice for in-scope services (e.g., maintenance) or otherwise elects to renew a service (without having received a renewal form), a requisition should be entered into eVA with VITA as the bill to address. If the agency has an invoice in hand, it should be forwarded to VITA's Accounts Payable, with a copy to Contracts Management with the requisition number included on it. If no invoice exists, an email should be sent to Carmen Holmes in Contracts Management indicating the service being renewed, the new expiration date and the eVA requisition number.