



## **POLICIES AND PROCEDURES**

Policy # 008

Subj: Division of Purchasing & General Services Contract Renewal Policy

Effective Date: April 1, 2013

Ref: UCA 63G-6-417

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### **Purpose:**

The purpose of this policy is to implement the legal opinion of the Utah Attorney General's Office regarding agency contract renewals after the expiration date of an existing agency contract. State Purchasing has no authority to extend or renew an expired contract. Any request to renew a contract after this 91 day period will be treated as a sole source and must meet the requirements contained in R33-3-4.

### **Policy:**

- A. All state agency contracts should be renewed prior to the current contract expiration date.
- B. State agency contract renewals 30 to 60 days after the contract expiration date require:
  - (1) A justification statement and timeline explaining why the contract renewal is being requested after the contract expiration date; and,
  - (2) The justification statement and timeline must be signed by the state agency division director.
- C. State agency contract renewals 61 to 90 days after the contract expiration date require:
  - (1) A justification statement and timeline explaining why the contract renewal is being requested after the contract expiration date; and,
  - (2) The justification statement and timeline must be signed by the state agency department executive director.
- D. State agency contract renewals 91 days after the contract expiration date will not be processed by State Purchasing.