

Term Contract Instructions:

For a may result in a contract lapse.

If a term contract is no longer needed, the Department should advise the appropriate buyer by email

PROCESS TO RENEW OR REBID

Contract with a Renewal Option:

Procurement automatically pursues Renewal with the Supplier (via Adobe Sign)

If the Supplier agrees to Renewal:

• Will automatically renew with the Supplier (via Adobe Sign)

Note: Departments MUST provide justification for Rebid

Department to follow steps listed below in "Contracts that require Rebid"

If the Supplier chooses not to renew (department notified through Adobe Sign):

Department to follow steps listed below in "Contract that requires Rebid"

Contracts that require Rebid:

Department to create a new requisition for items to be rebid

Must select the Next F