



Finance & Administration
Procurement Services

Buyer: _____ Date: _____
Department Contact: _____ Department: _____
Re: Bid #: _____ / Contract Title: _____
PO #: _____
Supplier(s): _____

The referenced contract/purchase order(s) have no remaining renewal options or require a re-bid for contract continuation.

Department Recommendation

When soliciting new bids, you should consider whether the current scope of contract is sufficient and will continue to satisfy all of your needs for this commodity or service for the next contract period.

Indicate your Department's desired intent relative to this contract by checking the applicable box below, attaching this completed form to a new requisition no later than: 4/30/2021

The Department has a continuing need for this contract, but **has no remaining renewal options.**

The Department has a continuing need for this contract, but **recommends a re-bid** due to:

(If more room is needed, attach justification to requisition in a Microsoft Word document)

The Department *no longer* has frequent/continuing needs greater than \$10,000 for these goods and/or services on an annual basis, and **recommends allowing the contract to expire without further action.**

Department Cost Center Manager Title Date

Failure to return this form by the aforementioned date may be interpreted that you no longer have a need for this contract or may create a lapse in contract coverage for these goods and/or services.