

## REVISED Term Contract Instructions

This is to notify your department that there is a **REVISED** process to renew and rebid term contracts that are approaching expiration.

For all term contract with renewal options, Procurement Services will contact the Supplier (via Adobe Sign) requesting renewal. Upon the Suppliers acceptance or rejection, the Procurement Buyer and Department Contact will be notified via Adobe Sign email. Supplier acceptance of renewal via Adobe Sign does not guarantee contract renewal; it is upon mutual acceptance by the Department, using the process instructions listed below. (*\*Note: there will be no PUR105 for these types of contracts*)

For all term contract with no renewal options, the department must promptly review, complete and return the PUR105 in accordance with the process instructions listed below.

*If a term contract is no longer needed, the Department should be emailed to the buyer.* This form is required for Procurement Services to initiate the applicable procurement process. Failure to return this form with a requisition by **April 30, 2021** may result in a contract lapse for your department's continuing term contract needs.

### PROCESS:

The steps to renew or rebid a term contract are:

### Contracts with a Renewal Option:

1. Procurement Services automatically pursues Renewal with the Supplier (*via Adobe Sign*)
  - a. If the Supplier **agrees to renew**:
    1. Department will create a Change Order request on the existing purchase order(s) to add additional funding/quantities.
    2. Department should reference contract renewal acceptance in the Internal Memo field by stating **Term Contract Renewal for FY22 – RFQ #0000XXXXX**
  - b. If the Supplier **agrees to renew**, but Department **requests a Rebid**:
    1. Department will be pull the PUR105 form off the Procurement Services website and fills in the fields regarding a continuing need and request for rebidding goods/services.
      1. [www.lsu.edu/administration/ofa/procurement/pdfs/pur105\\_term\\_contract\\_rebid\\_rev3\\_2021.pdf](http://www.lsu.edu/administration/ofa/procurement/pdfs/pur105_term_contract_rebid_rev3_2021.pdf)
      2. *Note: Departments **MUST** provide justification for Rebid*
    2. Department to follow steps listed below in "Contracts that require Rebid"
  - c. If the Supplier **chooses not to renew**:
    1. Department to follow steps listed below in "Contracts that require Rebid"

### Contracts that require Rebid:

1. Department to create a new Workday Requisition for items to be rebid
  - a. Must select the **Next FY Purchase/Contract (NFY)** requisition type
  - b. **Must enter a request date of 7/1/2021 or after**
  - c. Must reference prior PO AND indicate fiscal year (FY22) in internal memo field
  - d. Must attach the following documents:
    1. Completed and signed PUR105 (*if applicable*)
    2. Updated specifications in a Word document\*
    3. Completed Proposed Suppliers Form identifying the minimum number of suppliers capable of providing goods and/or performing the service\*\*
2. Procurement Services to issue a solicitation for goods or services
3. Department to review bid responses and recommend award
4. Procurement Services to issue a purchase order to awardee

*\*Departments should take this opportunity to assess term contract needs, refresh specifications and update quantities to reflect most realistic usage quantities. Please remember that consolidating spend can impact pricing discounts and is consistent with LSU Strategic Sourcing priorities.*

*\*\*The Proposed Suppliers form must include the minimum number of diverse suppliers based on solicitation type. Use the ['Find Suppliers by Classification Type'](#) report to identify potential suppliers. If one cannot be located contact the Supplier Diversity Program office at [suppdiversity@lsu.edu](mailto:suppdiversity@lsu.edu) for recommendations.*

You are reminded that your prompt action is required to prevent any contract lapse for your department's continuing term contract needs. Any questions should be directed to the appropriate Procurement Services Buyer.

Refer to the ['Create Future FY Requisition Prior to July 1st'](#) job aid for assistance with entering the Workday requisition.