

**Internal Policies and Procedures
of the
Utah State Board of Education**

Policy #:	06-13
Subject:	Contract Renewals
Date:	June 28, 2022
Policy Owner:	Director of Purchasing and Contracts
Policy Officer:	Deputy Superintendent of Operations
References: <ul style="list-style-type: none">• Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code• Utah Administrative Code Title R33• Utah Administrative Code Title R277-122	

I. **PURPOSE:**

To determine when a contact may be renewed after expiration.

II. **POLICY:**

Contracts should be renewed prior to the contract expiration. Renewing a contract after it has expired is awarding a contract without engaging in a standard procurement practice; all contract renewals require the review of the Assistant Attorney General.

III. **PROCEDURES:**

1. For a contract renewal occurring before 60 days after the contract expiration date, a USBE employee is required to provide:
 - a. A justification statement and timeline explaining why the contract renewal is being requested after the contract expiration date; and
 - b. The accompanying signature of the director over the contract.
2. For a contract renewal occurring over 60 days after the contract expiration date, a USBE employee is required to provide:

- a. A justification statement and timeline explaining why the contract renewal is being requested after the contract expiration date; and
 - b. The accompanying signature of a Deputy Superintendent or an Assistant Superintendent.
3. The Director of Purchasing will review the request to renew and will make a determination whether the renewal may proceed or if a standard procurement process will be required.
4. If approved, a contract amendment will be required to complete the request.

IV. **HISTORY:**

The effective date of this policy was January 19, 2018. On June 28, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.