

## 06-13. Contract Renewals

<b>Internal Policies and Procedures of the Utah State Board of Education</b>
<b>Policy # 06-13</b>
<b>Subject:</b> Contract Renewals
<b>Effective Date:</b> 1/19/2018
<b>Revision Dates:</b>
<b>Purpose:</b> To determine when a contract may be renewed after expiration.
<b>Policy:</b> 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 after expiration require the review of the Assistant Attorney General.
<b>References:</b> Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code; Utah Administrative Code Title R33; Utah Administrative Code Title R277-122

### Procedures:

- For a contract renewal occurring before 60 days after the contract expiration date, a USBE employee is required to provide:
  - A justification statement and timeline explaining why the contract renewal is being requested after the contract expiration date; and
  - The accompanying signature of the director over the contract.
- For a contract renewal occurring over 60 days after the contract expiration date, a USBE employee is required to provide:
  - A justification statement and timeline explaining why the contract renewal is being requested after the contract expiration date; and
  - The accompanying signature of a Deputy Superintendent or an Assistant Superintendent.
- 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.
- If approved, a contract amendment will be required to complete the request.