

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy #:</b>	06-12
<b>Subject:</b>	Adding Funds and Time to Existing Contracts
<b>Date:</b>	June 28, 2022
<b>Policy Owner:</b>	Director of Purchasing and Contracts
<b>Policy Officer:</b>	Deputy Superintendent of Operations
<b>References:</b>	
<ul style="list-style-type: none"> <li>• <a href="#">Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code</a></li> <li>• <a href="#">Utah Administrative Code Title R33</a></li> <li>• <a href="#">Utah Administrative Code Title R277-122</a></li> </ul>	

I. **PURPOSE:**

1. Two of the purposes of the Utah Procurement Code are to ensure the fair and equitable treatment of all persons who deal with the Utah Procurement, and to provide increased economy in State of Utah procurement activities.
2. Adding funds to an existing contract constitutes an expenditure of public funds without competition and is an exception to the standard procurement process and must adhere to the purposes of the Utah Procurement Code.

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. A request to add time or funds to a contract must be accompanied by a Request for Contract Extension or a Request to Add Funds to a Contract.
  - a. The form must be completed by the requesting section.

2. The request will be reviewed by the Director of Purchasing, who may consult with the Assistant Attorney General, and will make a determination as to whether the request to add funds or time will be granted.
3. 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.