*Contact: Name Phone*

*Email*

**x-IT-OPT. AGENCY**

*Division/Program*

***Contract ID:*** Contract Name/Contract Number

 ADPICS BPO No.:

***Contract Approved*:** (Enter original BPW approval information, i.e. date and item number) DoIT Item x-IT (mm/dd/yyyy)

***Contractor*:** Contractor Name, City and State

***Contract Description*:** (Enter short narrative describing contract)

***Option Description:*** (Enter which option is being exercised such as, “Request to exercise the second of three one-year renewal options.”)

***Original Contract Term:*** (Enter inclusive dates to include number/length of renewal options, i.e. 7/1/2007 – 6/30/2009 (W/1 one-year renewal option).

***Option Term:*** (Enter inclusive dates of the renewal, i.e. 9/1/2007 – 8/31/2008. Renewal option start and end dates must agree with the original Contract as modified (if applicable) and the ADPICS renewal BPO.)

***Original Contract Amount:*** (Enter base period amount of the original contract)

***Option Amount:*** (Enter dollar amount of the renewal option followed by the time duration, such as “(1 Year)”)

***Prior Modifications/Options:*** (Enter “None” or a discrete amount if there was any prior modification(s) and/or option(s) and “see Attachment” or “see Attachment X” (if there is more than 1 Attachment). When there was any prior modification(s) or option(s), create an attachment with prior modification/option renewal history. For each prior mod or option include: the amount, a brief description, and the period covered, including BPW item numbers and approval dates, if applicable.)

***Revised Total Contract Amount:*** (Enter the dollar total, which is the sum of the amounts of the original contract, plus all prior modifications/options, plus this option.)

***Original Procurement Method:*** Competitive Sealed Proposals, Competitive Sealed Bidding, Sole Source, etc.

***MBE Participation:*** Enter MBE participation %

***MBE Compliance:*** Enter MBE compliance %

**x-IT-OPT. AGENCY** *(cont’d)*

***Agency Remarks:*** (Describe the services that will continue to be provided if the renewal option is approved. Justify why the renewal option is recommended instead of re-soliciting to obtain better pricing through competition. Explain why it is in the State’s best interest to exercise the option in terms of quality of service, good pricing or any other applicable factor. Provide statistical or anecdotal information to evidence either favorable pricing or high quality of performance under the contract.

In addition to normal remarks, briefly state the plan for a new Contract if this is the last option being renewed and the service/IT activity will continue.)

***Fund Source:*** (General, Federal, Reimbursable, Special [state source])

***Approp. Code:*** (Enter agency appropriation code; verify with DBM OBA Analyst)

***Resident Business:*** 15-xxxx-xxxx

**BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:**

**APPROVED DISAPPROVED DEFERRED WITHDRAWN**

 **WITH DISCUSSION WITHOUT DISCUSSION**