

Department of Information Technology (DoIT)
Request for Approval of an Option to Renew
Checklist

I. Contract Renewal Option Submission Package (items must be provided with the agenda by the DoIT submission cut-off date):

1. Copy of the page(s) from the contract containing the option language.
2. Copy of either:
 - a. The notification to the contractor of the Agency's intent to exercise the renewal, contingent upon DoIT/BPW approval. (Preferred)
 - b. The proposed notification to the contractor that the renewal option is being exercised. (This should be a draft only. This notification should not actually be sent until DoIT/BPW approval has/have been obtained.)
3. Properly executed Contract BPO entered into ADPICS with correct approval paths (*includes BPW approval, Department D05, if applicable) and including all Crosswalk information and MBE screen (PHCL 2345) filled in.
4. A statement explaining why the renewal option is recommended in lieu of a new procurement to obtain better pricing through competition. Justify 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.
- New!** 5. Provide a price justification document - a written justification that explains why the pricing is fair and reasonable. This may include rate comparisons with recent, similar awards; comparisons with intergovernmental contracts, application of the Consumer Price Index inflation rate, etc.

Also, as applicable:

6. The justification for any retroactive request, signed by the Agency Head (this will be provided as backup to the BPW item). (All retroactive actions require BPW approval.)
7. If the option being exercised is the last renewal option on the contract and the information technology (IT) activity is still needed, submit a plan for re-procuring with a timeline.
8. If the original contract contains an MBE participation goal, provide a document showing the goal and as of the submission of the request for approval of the renewal:
 - a. The total payments made to the contractor(s),
 - b. The total payments made to the MBE subcontractor(s), and
 - c. The percentage of the payments made to the subcontractor(s) compared to the payments made to the contractor(s).