

## Contract Renewal Checklist

Version 4 (2021)

1. **Check for Existing/New Mandatory Contracts**- Contract Administrator to determine if there is a relevant statewide mandatory contract. If one is available, a waiver must be obtained in advance from the organization's Procurement Officer to proceed with the renewal.
2. **Verify Remaining Renewals**- Contract Administrator verifies that there is at least one valid renewal option available according to the contract terms. (Contracts normally have only four (4), one (1) year renewal options) If there are no renewal options available the contract can be extended up to six (6) months with approval of the Agency Procurement Officer.
3. **Contract Assessment**- Contract Administrator completes a contract assessment report (SPDCP019) and determines that the supplier's performance is satisfactory and has met the terms set forth in the contract. Contract assessment and renewal form can be located at <http://doas.ga.gov/statepurchasing/severalstagesof-procurement/stage7-contractprocess>
4. **Tax Compliance**- If the renewal contract is \$100,000.00 or greater, the Contract Administrator will have the supplier complete the Tax Compliance Form. The Contract Administrator will send the form to the Georgia Department of Revenue for tax compliance verification. The form must be approved by DOR in order to proceed with renewal.
5. **Immigration and Security**- If the contract is service related, \$2,500.00 or greater, and performed within the United States an Immigration Affidavit must be available and should be in the contract files.
6. **Certificate of Insurance**- If the service involves suppliers on our campuses, a certificate of insurance is required to be on file with Board or Regents of the University System of Georgia as the certificate holder. Insurance and Bonding guidelines can be located at

8. Contract Renewal Form- If contract performance is satisfactory, the Contract