



Contract Renewal Procedure (09/22/11)

PURPOSE: To outline the procedure for renewing in-scope contracts and purchase orders that are in-scope to VITA but out-of-scope to the IT Partnership.

SCOPE: Executive Branch Agencies' Contracts and Purchase Orders were transitioned to VITA for ongoing management.

PROCEDURE: The contract renewal process is as follows:

1. VITA's Contracts Administration (CA) group will submit agencies' spreadsheets (citing all transitioned contracts and purchase orders) to the Customer Service Manager (copy the Director of the Customer Services Project Management Division and the SCM Operations Manager) quarterly for distribution to the agency's Customer Account Manager (CAM). **Note: Transitioned purchase orders are POs for maintenance, support services or other in-scope term agreement(s) procured under an existing VITA contract or as a standalone agreement.*
2. The CAM will forward the spreadsheet to the Agency IT Representative (AITR) or other agency personnel as designated.
3. The spreadsheet will include "all" current and already renewed contracts and purchase orders.
4. If a contract or purchase order has expired during the time the spreadsheet is completed, it will automatically drop off of the current quarterly spreadsheet.
5. If the contract or purchase order has already been renewed or is in the process of being renewed, the agency should enter the current eVA requisition number on the spreadsheet in the "eVA Requisition" column.
6. If the contract or purchase order needs to be renewed and the renewal has not been initiated, the agency should submit a requisition in eVA citing the appropriate "V" code and enter the requisition number on the spreadsheet in the "eVA Requisition" column.
7. If a contract or purchase order is no longer required, the agency should request that VITA terminate it in the action column of the spreadsheet and VITA's CA group will remove the item from the spreadsheet and retire the contract from VITA's contracts database if applicable. *Note: All expired purchase orders will automatically drop off of the agency's quarterly spreadsheets.*
8. For any in-scope contract or purchase order the agency has that is not listed on the spreadsheet, the agency should add this item to the spreadsheet for future management.

9. The AITR or designated agency representative should return the updated spreadsheet to the contracts coordinator mailbox at contractscoordinator@vita.virginia.gov within 30 days of receipt.
10. Upon receipt of the updated spreadsheet, VITA's CA group will update VITA's contracts and purchase orders database and disaster recovery folder with the updated information.
11. Any questions regarding the spreadsheet should also be submitted to the contracts coordinator mailbox (contractscoordinator@vita.virginia.gov), either by the agency representative or the agency's CAM.