



Supplemental Procedure - Contract Renewals for Transitioned Agencies

PURPOSE: To outline the procedure to renew in-scope contracts transitioned to VITA.

SCOPE: Agencies that have transitioned to VITA. Contracts deemed in-scope that are transitioned to VITA for ongoing management.

PROCEDURE: The contract renewal process will be as follows:

1. VITA's SCM Contracts Management group will submit a renewal acceptance form (RAF) to the appropriate SLD 120 days prior to expiration of the contract.
2. The SLD will verify renewal with the agency and return the form to Contracts Management indicating whether to renew or not (yes/no).
3. If no, the SLD will indicate that the contract will not be renewed on the RAF and return it to Contracts Management.
4. If yes, the agency will process a requisition through eVA just as it would for any other in-scope IT good or service as outlined in VITA's Procedures for the procurement of IT goods and services by agencies transitioned to VITA. This procedure is available at the VITA SCM web site:

<http://www.vita.virginia.gov/procurement/procurement.cfm>

(section for transitioned agencies)

The RAF must be returned to Contracts Management with the eVA requisition number included on it. This will allow Contracts Management to update their systems to provide future renewal notices.

5. If the agency receives an invoice for in-scope services (e.g., maintenance) or otherwise elects to renew a service (without having received an RAF), a requisition should be entered into eVA with VITA as the bill to address. If the agency has an invoice in hand, it should be forwarded to VITA's Accounts Payable, with a copy to Contracts Management with the requisition number included on it. If no invoice exists, an email should be sent to Carmen Holmes in Contracts Management indicating the service being renewed, the new expiration date and the eVA requisition number.