



## Contract Renewal Procedure (07/01/17)

- PURPOSE:** To outline the procedure for renewing contracts and services that are in-scope to VITA but out-of-scope to the Partnership; previously transitioned and newly discovered.
- SCOPE:** Executive Branch Agencies' Contracts both transitioned and newly discovered submitted through VITA for ongoing management that have not been delegated back to the Agency and Executive Branch Agencies' transitioned Services that are not covered under an existing statewide contract or have not been delegated back to the Agencies.
- PROCEDURE:** The contract renewal process will be as follows:
1. VITA's Contracts Administration (CA) group will submit agencies' spreadsheets (citing all transitioned agencies' contracts and services that have not been delegated back to the agencies) to the Customer Services Specialist (copy the Director of Account Management Division and the SCM Contracts Administration Supervisor) quarterly for distribution to the agency's Customer Account Managers (CAM). *\*Note: Services are maintenance &/or support services procured under an existing VITA contract that have not been transitioned back to the agency.*
  2. The CAM will forward the spreadsheet to the Agency IT Resource (AITR) or other agency personnel as designated.
  3. The spreadsheet will include "all" contracts and services including expired, expiring, current and already renewed. *\*Note expired services will drop off the spreadsheet upon expiration if no renewal information is provided.*
  4. If a contract or service has expired, it is the agency's responsibility to notate on the spreadsheet in the action column if it has been renewed, is in the process of being renewed or should be terminated. *\*Note: Any expired contract remaining on an agency spreadsheet for 90 days or more after expiration will be retired and removed from the spreadsheet by the VITA's Contracts Administration (CA) Group. Any expired service remaining on the spreadsheet for 90 days or more will be removed.*
  5. If the contract or service has already been renewed, the agency should enter the current eVA requisition number on the spreadsheet in the "eVA Requisition" column.
  6. If the contract or service needs to be renewed and the renewal has not been initiated, the agency should submit a requisition in eVA using the appropriate "V" code and enter the requisition number on the spreadsheet in the "eVA Requisition" column.
  7. If a contract or service 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.
  8. For any in-scope contract or service the agency has that has not been delegated back to the agency and 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](mailto: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 services databases and the Contract Management System (CMS) with the updated information.
  11. Any questions regarding the spreadsheet should also be submitted to the contracts coordinator mailbox ([contractscoordinator@vita.virginia.gov](mailto:contractscoordinator@vita.virginia.gov)), either by the agency representative or the agency's CAM.