

#-S-OPTION.AGENCY

Division/Program

Services Contract Renewal Option

Contract ID: Narrative contract name; Contract number; ADPICS BPO #.

Contract Approved: (Enter original BPW approval information, i.e. DBM Item # (date).)

Contractor: (Enter Contractor name, city and state)

Contract Description: (Enter short narrative describing contract – should be identical to the original contract agenda description.)

Option Description: (Enter which option is being exercised such as, “Exercise second (of three) one-year renewal option.”)

Original Contract Term: (Enter inclusive dates to include number/length of renewal options, i.e. 9/1/2010 – 8/31/2013 (w/2 one-year renewal options). Original Contract start and end dates entered must agree with the original Contract, the original BPW Agenda Item, if any, and the original ADPICS BPO.)

Option Term: (Enter inclusive dates of the renewal, i.e. 9/1/2013 – 8/31/2014. Renewal option start and end dates must agree with the original Contract as modified (if applicable) and the ADPICS renewal BPO.)

Original Contract Amount: (Enter base period amount of the original contract. The award amount for the base period entered here must agree with the original Contract, the original BPW Agenda Item, if any, and the original ADPICS BPO.)

Option Amount: (Enter dollar amount of the renewal option followed by the time duration, such as “(1 Year)”. The amount must agree with the original Contract as modified (if applicable) and the ADPICS renewal BPO.)

Prior Modifications/Options: (Enter “None” or a discrete amount if there was any prior modification(s) and/or option(s) and “see page X” (if there are more than two prior actions). When there was any prior modification(s) or option(s), either under this bullet or create an attachment with prior modification/option renewal history. For each prior mod or option include: the amount, what the action was and the period covered, including BPW item numbers and approval dates, if applicable, i.e. \$98,000 [Mod #1 to add funding to the contract: 4/1/2013 to 8/31/2013; DBM Item 15-S-MOD (3/20/2013)].)

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Revised Total Contract Amount: (Enter the dollar total, which is the sum of the amounts of the original contract, plus all prior modifications/options, plus this option.)

Original Procurement Method: (Enter the method, i.e. Competitive Sealed Proposals or Competitive Sealed Bidding or Sole Source, etc.)

MBE Participation: (Enter MBE participation % from original Contract. The participation % must agree with the original BPW Agenda Item, if any, and the original ADPICS BPO.)

MBE Compliance: (Enter the MBE compliance % based upon the total dollars paid to date to the MBE Sub-Contractor(s) divided by the total dollars paid to date to the Prime Contractor.)

Requesting Agency Remarks: (Describe the services that will continue to be provided if the renewal option is approved. Justify why the renewal option is recommended instead of resoliciting to obtain better pricing through competition. Explain 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. Provide statistical or anecdotal information to evidence either favorable pricing or high quality of performance under the contract.

In addition to normal remarks, briefly state the plan for a new Contract if this is the last option being renewed and the service activity will continue.

If there was a VSBE participation goal, state % from original contract and VSBE compliance % based upon the total dollars paid to date to the VSBE Sub-Contractor(s) divided by the total dollars paid to date to the Prime Contractor.)

Fund Source: (Enter fund source, i.e. general, special, federal, etc. and applicable percentage for each source. If special funding is utilized, include the nature of special funds in parenthesis.)

Approp. Code: (Enter applicable agency appropriation code)

Resident Business: (Enter Yes or No)

BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:

| | | | |
|------------------------|--------------------|---------------------------|------------------|
| APPROVED | DISAPPROVED | DEFERRED | WITHDRAWN |
| WITH DISCUSSION | | WITHOUT DISCUSSION | |