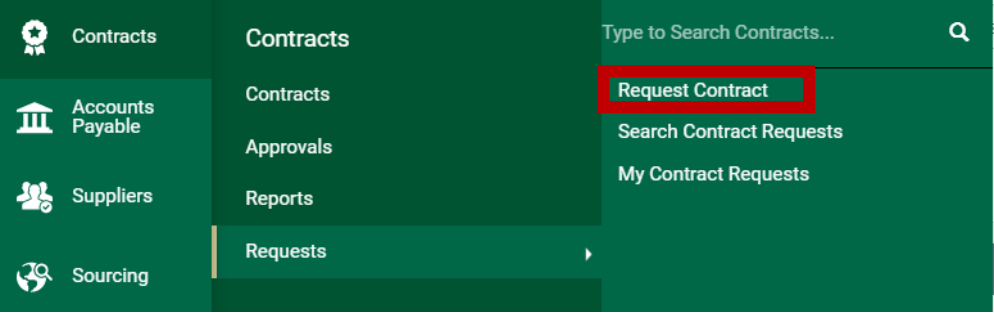




<b>Purpose:</b>	This section outlines the steps necessary to create a Request to Renew an existing contract that is in effect for review and approval.
<b>Navigation:</b>	Navigate in Bull Marketplace > Contracts >Requests > Request Contract
<b>Notes:</b>	Only Requestors and Approvers can submit a Contract Request. If an Approver submits, another Accountable Officer needs to be identified as the Contract Approver.
<b>When to Use this Form</b>	<p>In order to use this form for a Contract RENEWAL the following must be true:</p> <ol style="list-style-type: none"><li>1. Renewal terms must be defined in the ORIGINAL Contract.</li><li>2. A new UTSB approval is required for each renewal term (if applicable).</li><li>3. You must already have the renewal quote on hand (if applicable).</li></ol> <p>Do NOT use this form to:</p> <ol style="list-style-type: none"><li>1. Introduce renewal terms or make changes to the original contract- those changes should be requested through an Amendment Request Form.</li></ol> <p>Once all RENEWALS are expired, a NEW CONTRACT with NEW SOURCING is required. Short term Amendments are allowable in certain situations when time is needed to complete a NEW USF Solicitation. These situations should be discussed with Procurement and require Director approval.</p>

Steps	Instructions
1	<p>In the flyout menu &gt; Go to Contracts &gt; Requests &gt; Request Contract</p> 
2	<h3 data-bbox="347 575 886 625">Create Contract Request</h3> <div data-bbox="347 730 1153 1096"> <p>Contract Request Type <span>★</span></p> <p> <input type="radio"/> Create Contract  <input type="radio"/> Amend Contract  <input checked="" type="radio"/> Renew Contract </p> <p>Contract Request Name <span>★</span></p> <p>Renewal 2</p> <p>Select a Contract Request Template <span>★</span></p> <p>Renewal Request Form × 🔍</p> <p>Select Contract <span>★</span></p> <p>Type to filter... 🔍</p> </div> <div data-bbox="1166 575 1497 1100" style="border: 1px solid black; padding: 5px;"> <p>Select Renew Contract</p> <p>Give the request a name</p> <p>The template will default as there is only a single template.</p> <p>Search for the contract you want to renew by using the unique 6 digits after the contract year YYYY-<u>000000</u></p> </div> <div data-bbox="334 1163 1218 1234"> <p><span>★</span> Required</p> <p>Submit Close</p> </div> <p data-bbox="311 1276 1516 1377"><b>NOTE:</b> DOUBLE CHECK THE CONTRACT NUMBER THAT YOU WISH TO RENEW IS CORRECT PRIOR TO SELECTING. INCORRECT REFERENCES WILL BE REJECTED AND YOU WILL NEED TO RESTART THE REQUEST.</p> <p data-bbox="311 1423 1516 1638"><b>NOTE:</b> THE ORIGINAL CONTRACT RECORD MUST HAVE RENEWALS RECORDED AND REMAINING FOR YOU TO SEARCH AND SELECT THE CONTRACT. IF YOU CANNOT FIND YOUR CONTRACT AND YOU BELIEVE THERE ARE RENEWALS AVAILABLE CONTACT OUR HELP DESK REQUESTING CONTRACT SUPPORT AND PROCUREMENT WILL INVESTIGATE.</p>

3 THE AMENDMENT REQUEST will be created. Allow the wizard walk you through the process. Click “Next” Below.

← Back to My Contract Requests

### Renewal 2

Form Number: 920749  
Request Status: Incomplete

#### Instructions

Print Request | History | ?

**In order to use this form for a Contract RENEWAL the following must be true:**

1. Renewal terms must be defined in the ORIGINAL agreement.
2. A new UTBS approval is required for each renewal term (if applicable).
3. You must already have the renewal quote on hand (if applicable).

**Do NOT use this form to:**

1. Introduce renewal terms or make changes to the base agreement - those changes should be requested through an Amendment Request Form.

**Once all RENEWALS are expired, a NEW CONTRACT with NEW SOURCING is required.**

Next >

Details

Attachments 0

Questions ✓

Header Information ✓

Departmental Information ✓

Background Information ✓

Supplier Contact Informat... ✓

Funding Information ✓

Sourcing Information ✓

Review and Complete

Discussion

Contract Request Workflow

4 DETAILS

← Back to My Contract Requests

### Renewal 2

Form Number: 920749  
Request Status: Incomplete

#### Details

Contract Request Name \* Renewal 2

Template Renewal Request Form

Contract Type -

Description 02-18-2024

Contract Request Type Renew Contract

Contract 2022-000154-SPA-PRO

You can modify the request name if necessary.

Right -click on the Contract Number Hyperlink to open the record in a new window. Double check that the contract number is correct. If the number is not correct, you will need to delete the request and restart.

Attachments 0

Questions ✓

Header Information ✓

Departmental Information ✓

Background Information ✓

Supplier Contact Informat... ✓

Funding Information ✓

Sourcing Information ✓

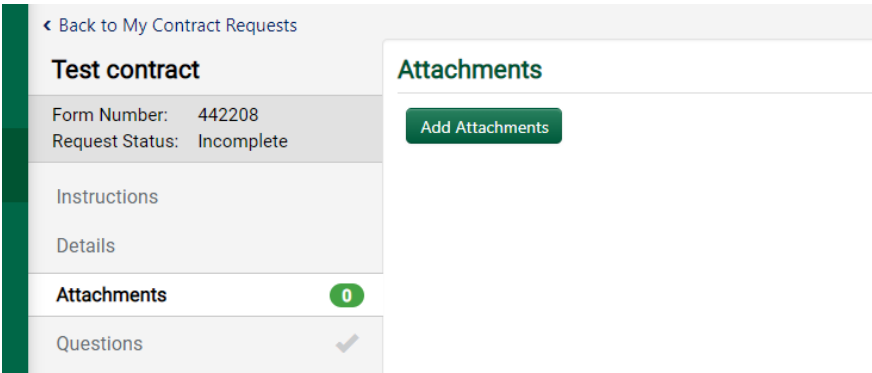
Review and Complete

Discussion

Contract Request Workflow

← Previous Save Progress Next >

5 **ATTACHMENTS:** Attach all relevant documents for your request for Procurement to review. Examples include: Quote or written description of change, Competitive Quotes, Exemption Justifications (if applicable), and other additional information. When finished, Click **“Next”**.



6 **QUESTIONS:** Summarizes the completeness of sections of your request. When all sections are complete you may submit your request. Click **“Next”**.

**Questions**

Overview	Progress
Header Information	<input type="checkbox"/> Incomplete
Departmental Information	<input type="checkbox"/> Incomplete
Background Information	<input type="checkbox"/> Incomplete
Supplier Contact Information	<input type="checkbox"/> Incomplete
Funding Information	<input type="checkbox"/> Incomplete
Sourcing Information	<input type="checkbox"/> Incomplete

7 **HEADER INFORMATION:** The first thing you should notice is that the information from the contract you selected to Renew has been pulled into the request for you. Complete the required fields according to the guidance below. When complete Click **“Save Progress”** and **“Next”**

### Questions - Header Information

#### ▼ Header Information

Please review the information below and update the Start and End date as needed. The Start Date will be the Start Date of the Renewal and has no impact on the start date of the original agreement. The End Date should reflect the length of the Renewal Term.

Contract Number \* ?

2022-000154-SPA-PRO

**Original Contract Number:** This form will pull in the number of the contract you are renewing. This field cannot be edited.

Supplier \* ?

EMPIRE OFFICE LLC x Q

**Supplier:** The Supplier will pre-populate for you. If there is a need to make a change to the supplier, STOP and submit an Amendment request prior to the Renewal

Additional Second Parties ?

Type to filter... Q

**Additional Second Parties:** Any second party will pre-populate. If there is a need to make a change, STOP and submit an Amendment request prior to Renewing.

Start Date \* ?

12/10/2021 [calendar icon]

mm/dd/yyyy

Update Start Date Upon Execution ?

**Start and End Dates:** This information should be found in the Renewal document. If no specific start date is provided it is presumed the Renewal will be in effect according to what the original end date was. In this example the original term ends on 12/14/2021 provided by the original agreement, so the Start date of the Renewal should be adjusted to 12/15/2021. The renewal term is 1 day. So the new end date would be 12/15 + 1 day = 12/16/2021. (Most terms are for 1 year or 12 months)

End Date \* ?

Expires On  No Expiration

12/14/2021 [calendar icon]

mm/dd/yyyy

Auto-Renew

Yes  No

Renewal Term

1 [up/down arrows] Days [dropdown arrow]

Renewals Remaining

1 [up/down arrows]

**Renewals:** By submitting this form you are requesting to use one of the renewal terms, therefore the renewals remaining should be adjusted to reduce the renewals remaining by 1. In this example, we would adjust the renewals remaining to 0. AUTO RENEW SHOULD ALWAYS BE SET TO "NO"

Total Contract Value \* ?

[input field] [up/down arrows]

**Contract Value:** Provide the value of the Renewal quote. If there is no direct cost, or cost is unknown in the case of a Continuing Services Agreement enter 0

★ Required

< Previous

Save Progress

Next >

8 All Other question fields of this form will be identical to, or simpler than a NEW contract request and should be reviewed for accuracy and updated as required. For details on each section see the Manual for [“How do I Request a Contract in BMP?”](#)

9 REVIEW AND COMPLETE: Once all the sections have been completed, review each section for accuracy and Click **“Complete Request”**.

Section	Progress
Instructions	✓ No Required fields
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete
Header Information	✓ Required fields complete
Departmental Information	✓ Required fields complete
Background Information	✓ Required fields complete
Supplier Contact Information	✓ Required fields complete
Funding Information	✓ Required fields complete
Sourcing Information	✓ Required fields complete

★ Required

◀ Previous **Complete Request**

Click here to submit

10

**Confirm**

Are you sure are ready to complete your new contract request?

**Yes** No

11 **NEXT STEPS:**

- 1) Contract (Renewal) Request will be routed to Procurement for Review
- 2) Once your Contract (Renewal) Request has been approved, your Contract Request will change first to a status of **Approved** and then to **Complete**.

Procurement will use the information on the request to start the renewal process on the existing Contract Record. You should receive notification of status changes to the Contract Record as it proceeds through workflow via email.

For more information visit our [Contract Administration](#) web page.