

Renewal Instructions for Non-Lease Yearly Contracts

If a UGA department would like to continue using their current vendor for a non-lease yearly contract for a particular service the department should engage the Procurement Office by submitting a UGA mart requisition, so that a purchase order or contract renewal can be issued. Depending upon the yearly value of the purchase, the campus department will include different information when submitting a new requisition in UGA mart. The table below identifies the information Procurement needs in order to take appropriate action on behalf of the campus department. Please note that these procedures differ from previous years as this is a transition year necessitated by the competitive bid threshold changing as of July 1, 2012.

Yearly Value	Campus Department Will:
<\$25,000	<ul style="list-style-type: none">• Submit a new requisition in UGA mart with a complete description of the item or service to be purchased along with a quote from the vendor• In the internal notes section of the requisition, please reference the most recent purchase order number used to purchase the good/service on a yearly basis.• For those requisitions between \$10, 000 and \$24,999.99 you do NOT need to provide 3 quotes or a justification for purchasing without competition.
\$25,000 and above (and the original PO/agreement includes available renewal options)	<ul style="list-style-type: none">• Submit a new requisition in UGA mart with a complete description of the item or service to be purchased• Attach a copy of the vendor's quote or documentation of the yearly price• In the internal notes section of the requisition, please reference the most recent purchase order number used to purchase the good/service on a yearly basis• Attach a completed Contract Assessment Report to the UGA mart requisition as an internal attachment. The report is available at: http://doas.ga.gov/StateLocal/SPD/Seven/Pages/Home.aspx, scroll to Stage 7 and select form SPD- CP019 Contract Assessment Report• It is important to note that the purchasing process will NOT be completed again, so you do NOT need to submit certain documents such as CESS approval, sole source/sole brand justification, or bid specifications with your UGA mart requisition.

To utilize next fiscal year funds for your new purchase order, the accounting date within UGA mart on your requisition must be July 1, 2013 or later. Depending on when you submit your requisition you may need to manually change the accounting date to reflect July 1, 2013 or later.