



## POLICIES AND PROCEDURES

Policy # 008

**Subject:** Contract Renewal  
**Effective:** April 1, 2013  
**Revised:** April 12, 2017  
**References:** UCA 63G-6a & R33

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### **Purpose:**

The purpose of this policy is to implement the legal opinion of the Utah Attorney General's Office regarding agency contract renewals after the expiration date of an existing agency contract. State Purchasing has no authority to extend or renew an expired contract.

### **Policy:**

- A. All state agency contracts should be renewed prior to the current contract expiration date.
- B. State agency contract renewals 30 to 60 days after the contract expiration date require:
  - 1. A justification statement and timeline explaining why the contract renewal is being requested after the contract expiration date; and,
  - 2. The justification statement and timeline must be signed by the state agency division director.
- C. State agency contract renewals 61 to 90 days after the contract expiration date require:
  - 1. A justification statement and timeline explaining why the contract renewal is being requested after the contract expiration date; and,
  - 2. The justification statement and timeline must be signed by the state agency department executive director.
- D. State agency contract renewals 91 days after the contract expiration date will not be processed by State Purchasing.