

## Contract Renewal Analysis and Justification

### Contract Information:

- Contract Number:
- Contract Title:
- Solicitation Type and Number:
- Contractor(s):
- Analysis Prepared By/Phone:
- Date Prepared:

### Purpose of this Contract:

### Contract Term:

- Original Term (with dates):
- Renewal Term (example: three one-year renewals):
- Current Renewal Term and Dates (example: second renewal—provide beginning/ending dates of this contract renewal term):

Customers Using this Contract: (Identify 1) who *may* use this contract and; 2) the *main users* of this contract.)

Contract Spend: (Identify the annual enterprise spend.)

Market Research: (Describe the research completed that assures the State that this is still a valuable contract providing good service and pricing. Identify your benchmarks with other states or consortium contract pricing.)

Results of Renewal Negotiations: (Describe your efforts to obtain reduced pricing or other contractor contract concessions.)

Summary of Contract Changes: (Describe the impact on state agency users.)

Potential Factors Impacting Next Year's Spend: (Identify any factors that may cause a projected increase or decrease in next year's spend.)

Recommendation: (State a brief reason for renewing this contract.)

Attachment(s):