

Term Contract Instructions:

For a term contract with renewal options, Procurement Services will contact the Supplier (via Adobe Sign) requesting contract renewal. Upon the Supplier's acceptance or rejection, the Procurement Buyer and Department Contact will be notified via Adobe Sign email. Supplier acceptance of renewal via Adobe Sign does not guarantee contract renewal; it is upon mutual acceptance by the Department, using the instructions below. *(Note: No PUR105 for these types will be sent)*

For a term contract with no renewal options, the department must promptly review, complete and return the PUR105 in accordance with the instructions below. This form is required for Procurement Services to initiate the applicable procurement process. Failure to return this form with a requisition by **April 28, 2023** may result in a contract lapse.

If a term contract is no longer needed, the Department should advise the appropriate buyer by email.

PROCESS TO RENEW OR REBID:

Contract with a Renewal Option:

1. Procurement Services automatically pursues Renewal with the Supplier *(via Adobe Sign)*
 - a. If the Supplier **agrees to Renewal**:
 1. Department to create a new requisition for items to be renewed
 2. Must select the **Next FY Purchase/Contract (NFY)** requisition type
 3. **Must enter a request date of 7/1/2023 or after**
 4. Must reference prior PO AND indicate fiscal year (FY24) in internal memo field
 - b. If the Supplier **agrees to renewal**, but Department **requires a Rebid**:
 1. Department will be pull the PUR105 form off the Procurement Services website and complete.
 1. https://www.lsu.edu/administration/ofa/procurement/pdfs/pur105_rev3_2023.pdf
 2. *Note: Departments **MUST** provide justification for Rebid*
 2. Department to follow steps listed below in "Contracts that require Rebid"
 - c. If the Supplier **chooses not to renew** (department is notified through Adobe Sign):
 1. Department to follow steps listed below in "Contract that requires Rebid"

Contract that require Rebid:

1. Department to create a new requisition for items to be rebid
 - a. Must select the **Next FY Purchase/Contract (NFY)** requisition type
 - b. **Must enter a request date of 7/1/2023 or after**
 - c. Must reference prior PO and indicate fiscal year (FY24) in internal memo field
 - d. Must attach the following documents:
 1. Completed and signed PUR105
 2. Updated specifications in a Word document*
 3. Completed Proposed Suppliers Form **
 2. Procurement Services to issue a solicitation for goods or services
 3. Department to review bid responses and recommend award
 4. Procurement Services to issue a purchase order to awardee
- *Departments should assess their current contracting needs, refresh specifications and update quantities to reflect most realistic usage quantities. Please remember that consolidating spend can impact pricing discounts and is consistent with LSU Strategic Sourcing priorities.*

***The Proposed Suppliers form must include the minimum number of required suppliers and must include diverse suppliers based on solicitation type. Use the [Finding Diverse Suppliers \(lsu.edu\)](#) report to identify potential suppliers. If a diverse supplier cannot be located contact the Supplier Diversity Program office at suppdiversity@lsu.edu for recommendations.*

Any questions should be directed to the appropriate Procurement Services Buyer.

Refer to the ['Create Future FY Requisition Prior to July 1st'](#) job aid for assistance with entering the Workday requisition.