

This newsletter is published on a monthly basis to provide relevant information to government purchasing and contracting professionals regarding public procurement and contracting topics. Hope you enjoy!

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## "End of Contract" Terminology

As a contract reaches the end of its term, the agency must decide to either extend, renew or close the contract. Let's take a look at all three options:

**Extend:** A contract extension is necessary when additional time is needed in order to perform the deliverables of the original contract. An extension is usually for a brief period of time and must be agreed to by both parties prior to the expiration date of the original contract. Examples of reasons that may lead to a contract extension include:

- Inclement weather delayed the ability of the vendor to complete the work
- Minor changes due to unknown or unforeseen circumstances
- Agency delay of the project.



## Training Schedule

### Workshop Prices:

\$225 1-day  
\$450 2-Day

Group Discounts  
Available

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### **Essentials of Contract Management (NEW!)**

**Feb 1-2, 2012**  
*DFW - Irving*

**Feb 22-23, 2012**  
*Austin*

**Mar 28-29, 2012**  
*Houston*

**Oct 3-4, 2012**  
*Houston*

**Oct 24-25, 2012**  
*Austin*

**Nov 7-8, 2012**  
*DFW - Irving*

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### **Ethics in Contracting**

**Feb 28, 2012**  
*Houston*

**Renew:** A contract renewal is when the contractual parties have the option to continue the contract for an additional term. The user department needs to review the contract prior to the end of the contract. Six months is a good rule of thumb. The end user should consider the following before renewing a contract:

- Does the contract contain a renewal clause?
- Has the vendor performed satisfactorily during the contract?
- Have the agency's requirements changed? If so, it may be in the agency's best interest to re-bid the contract with updated requirements.
- Has the market changed? If so, would the agency be better off by renewing the current contract or re-bidding?
- Does the renewal clause allow for a price increase? If so, new prices are determined at this time - usually based on an index such as the Consumer Price Index (CPI) or the Producer Price Index (PPI).

If the agency decides to renew a contract, the renewal must be agreed to by both parties prior to the contract expiration date.

**Close:** The contract has come to the end of the contract term and the agency no longer requires the existing contract. Contract management personnel should meet with the vendor to review the closeout requirements and schedule. Some items to consider during this meeting are:

- Final deliverables - inspection and acceptance of all goods or services
- Archival of documents - follow record retention requirements
- Return of government property - including personal property such as badges, building entry cards and parking permits
- Final invoice submission - deadline and payment
- Performance - document vendor performance

Hopefully this information will help you with your "end of contract" decision making the next time a contract is about to expire.

**June 5, 2012**

*Austin*

**Sept 11, 2012**

*Houston*

**Oct 9, 2012**

*DFW -Irving*

**Dec 11, 2012**

*Austin*

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## **Fundamentals of Public Purchasing**

**June 21-22, 2012**

*Houston*

**July 19-20, 2012**

*DFW -Irving*

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## **Negotiation Skills**

**March 22, 2012**

*Houston*

**April 18, 2012**

*DFW -Irving*

**May 9, 2012**

*Austin*

**Oct 24, 2012**

*Houston*

**Nov 8, 2012**

*Austin*

**Dec 5, 2012**

*DFW-Irving*

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## Question of the Month

### QUESTION:

I am closing out a contract and have covered all of the information you outlined above. Is there anything else that needs to be done before we close the contract out for good?



### ANSWER:

I always recommend that the user department, procurement/contracting office, and any stakeholders meet to discuss the contract. Items for discussion should include project successes, opportunities for improvement, and lessons learned. Lessons learned can be:

- If we did this all over again, what changes would we make, what would we do different?
- What processes or procedures need to be put in place to address any significant issues?
- How is this information communicated to others?

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Hope to see you in a workshop soon!

Janet Hasty, CPPO, CTPM  
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Government Procurement Services is a Historically Underutilized Business (HUB) and a Woman-Owned Business Enterprise (WBE).

## Specification Writing

**Mar 21, 2012**  
*Houston*

**April 17, 2012**  
*DFW - Irving*

**May 8, 2012**  
*Austin*

**Oct 23, 2012**  
*Houston*

**Nov. 7, 2012**  
*Austin*

**Dec 4, 2012**  
*DFW-Irving*

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## Using Request for Proposals

**Jan 18-19, 2012**  
*DFW - Irving*

**Feb 29-Mar 1, 2012**  
*Houston*

**June 6-7, 2012**  
*Austin*

**Sept 12-13, 2012**  
*Houston*

**Oct 10-11, 2012**  
*DFW -Irving*

**Dec 12-13, 2012**  
*Austin*