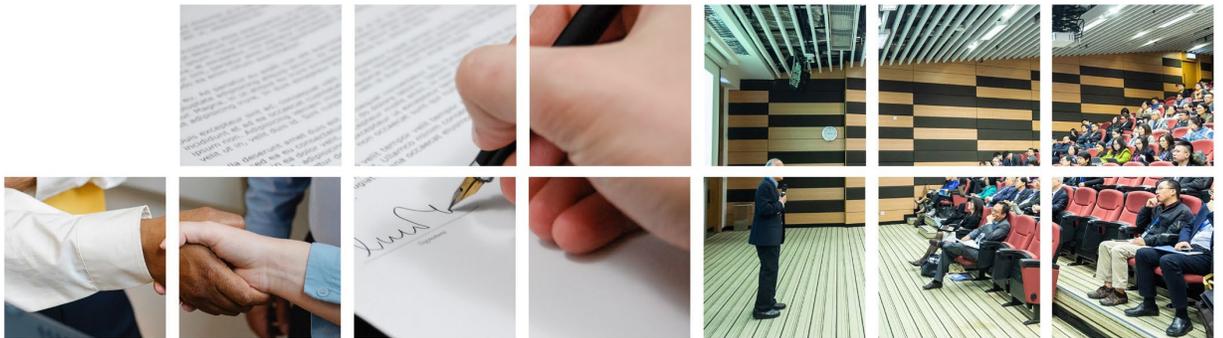


IPS CONTRACT EXTENSION POSTING QUICK GUIDE



Contract Extensions and Renewals – 2022 Rules

Effective March 1, 2022, 01 NCAC 05B .0320(b) requires that when an Agency determines, through consideration of the factors listed in Rule .0321, that a Contract Extension is most advantageous to the State, the Agency shall publicly post a notification of the Extension on the Electronic Bid System (Interactive Purchasing System IPS).

The notification shall state the following for any Contract Extension:

- The original bid number
- The awarded Vendor
- The Contract start and end dates
- The original Contract amount
- The revised end date
- An explanation of any pricing modification to be included; and
- Agency and Contract Manager contact information.

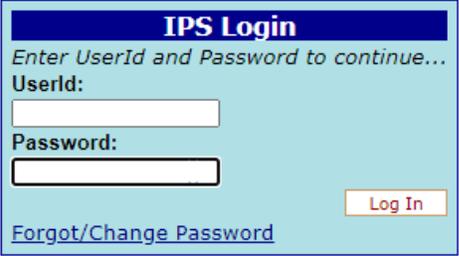
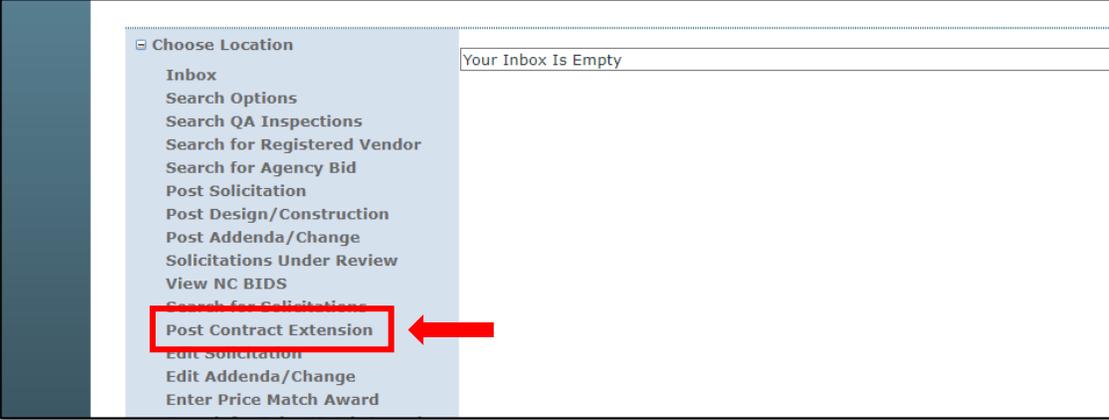
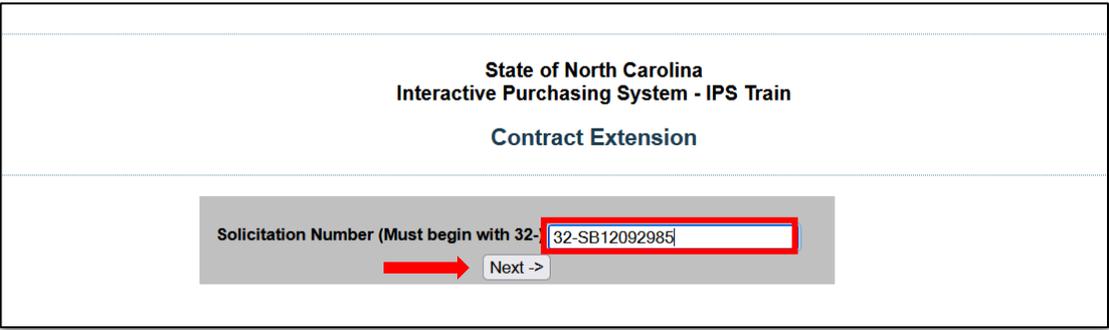
WHO, WHAT & WHEN

WHO - Who can post a contract extension in IPS? Users that post solicitations will have the ability to post contract extension in IPS as well. Any (posting) users within the agency that issued the solicitation can post extensions for that solicitation/contract. Contract extensions only be posted for solicitations that were posted in IPS.

WHAT - All fields are required on the Contract Extension submission page. The fields are aligned with the Rule requirements.

WHEN - A contract extension should be posted publicly within five (5) business days of extending the Contract with the Vendor.

Posting a Contract Extension in IPS

Step	Action
1	<p data-bbox="300 357 487 388">Logon to IPS.</p> <div data-bbox="316 415 1360 730"></div>
2	<p data-bbox="300 787 909 819">Select Post Contract Extension from the list.</p> <div data-bbox="316 844 1425 1264"></div>
3	<p data-bbox="300 1323 901 1354">Enter the solicitation number and click Next.</p> <div data-bbox="316 1375 1425 1705"></div>

Step Action

Note: An error message will appear if the number entered is not found.
Click **OK** if the number is correct or **Cancel** to reenter it.

**State of North Carolina
Interactive Purchasing System - IPS Train
Contract Extension**

Solicitation Number (Must begin with 32-)

 www.ips.state.nc.us

Solicitation number was not previously posted to IPS. Are you sure 32-SB12092985 is the correct number? If yes, click Ok. If not, click cancel and re-enter.

4 Enter the extension information.

Note: all fields are required, and an error message will appear if any is left blank.

Solicitation Number: 32-SB12092985
Description: Type Two Ambulance

1 Awarded Vendor: WakeMed

2 Original Start Date: (mm/dd/yyyy): 01/31/2020

Original End Date: (mm/dd/yyyy): 01/31/2022

3 Extension End Date: (mm/dd/yyyy): 01/25/2022

4 Original Contract Amount: 5000

5 Extension Amount: 1000

6 Extension Number: 1

7 Explanation: Extending contract for another calendar year.

8 Contract Manager: Alex Lopez

9 Contract Manager Email: alexandra.lopez@doa.nc.gov

10 Next-> Cancel

1. Name of the vendor that was awarded the extension (same as the original contract).
2. Start and end date of the original contract.
3. Date that the extension expires.
4. Total dollar amount of original contract.
5. Total dollar amount of contract extension.
6. Number of the extension (numbers must be kept in sequence for every extension created; no error will be generated).
7. Enter information describing the reason for the extension.
8. Name of the current contract manager awarding the extension (does not have to be the same as the original contract manager).
9. Current contract manager's email address (incorrect or incomplete email addresses do not generate an error message).
10. **Next** to continue.

Step Action

5 Review the extension information, select the appropriate option and click **Submit** to post the extension.

Contract Extension

INSTRUCTIONS

Review the information below, select the appropriate action and press the submit key.

Solicitation Number	Description	Awarded Vendor	Original Start Date	Original End Date	Extension End Date	Original Contract Amount	Extension Amount	Cumulative Contract Amount	Extension Number	Explanation
32-SB12092985	Type Two Ambulances	WakeMed	01/31/2019	01/31/2022	01/31/2023	\$5,000.00	\$1,000.00	\$6,000.00	1	Extending contract for another calendar year.

Determine the action to select:

- Post (Information is correct; post to Internet)
- Edit (Information is not correct, update needed)
- Cancel (Cancel all changes)



6 The **Retrieve Bid** page displays.

**State of North Carolina
Interactive Purchasing System - IPS Train**

Contract Extension

Enter Solicitation Number:

View Posted Extension in Public IPS Page

Step	Action																																																												
1	<p>Select Contract Extensions.</p> 																																																												
2	<p>Confirm that the extension appears on the list and save PDF confirmation in the procurement file.</p>  <table border="1"> <thead> <tr> <th colspan="10">Contract Extensions</th> </tr> <tr> <th>Solicitation Number</th> <th>Description</th> <th>Awarded Vendor</th> <th>Original Start Date</th> <th>Original End Date</th> <th>Extension End Date</th> <th>Original Contract Amount</th> <th>Extension Amount</th> <th>Cumulative Extension Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>13-5555</td> <td>This is a test.</td> <td>IBM</td> <td>7/1/2021</td> <td>3/31/2022</td> <td>9/30/2022</td> <td>\$800,000.00</td> <td>\$300,000.00</td> <td>\$1,100,000.00</td> <td></td> </tr> <tr> <td>32-SB12092985</td> <td>Type Two Ambulance</td> <td>WakeMed</td> <td>1/31/2019</td> <td>1/31/2022</td> <td>1/31/2023</td> <td>\$5,000.00</td> <td>\$1,000.00</td> <td>\$6,000.00</td> <td></td> </tr> <tr> <td>13-120452432</td> <td>This is a test.</td> <td>Alpha Beta Gamma Company</td> <td>12/1/2019</td> <td>12/1/2021</td> <td>12/1/2023</td> <td>\$100,000.00</td> <td>\$10,000.00</td> <td>\$110,000.00</td> <td></td> </tr> <tr> <td>202000640</td> <td>Cook Caps</td> <td>Alpha Beta</td> <td>12/1/2019</td> <td>12/1/2021</td> <td>12/1/2023</td> <td>\$100,000.00</td> <td>\$10,000.00</td> <td>\$110,000.00</td> <td></td> </tr> </tbody> </table>	Contract Extensions										Solicitation Number	Description	Awarded Vendor	Original Start Date	Original End Date	Extension End Date	Original Contract Amount	Extension Amount	Cumulative Extension Amount		13-5555	This is a test.	IBM	7/1/2021	3/31/2022	9/30/2022	\$800,000.00	\$300,000.00	\$1,100,000.00		32-SB12092985	Type Two Ambulance	WakeMed	1/31/2019	1/31/2022	1/31/2023	\$5,000.00	\$1,000.00	\$6,000.00		13-120452432	This is a test.	Alpha Beta Gamma Company	12/1/2019	12/1/2021	12/1/2023	\$100,000.00	\$10,000.00	\$110,000.00		202000640	Cook Caps	Alpha Beta	12/1/2019	12/1/2021	12/1/2023	\$100,000.00	\$10,000.00	\$110,000.00	
Contract Extensions																																																													
Solicitation Number	Description	Awarded Vendor	Original Start Date	Original End Date	Extension End Date	Original Contract Amount	Extension Amount	Cumulative Extension Amount																																																					
13-5555	This is a test.	IBM	7/1/2021	3/31/2022	9/30/2022	\$800,000.00	\$300,000.00	\$1,100,000.00																																																					
32-SB12092985	Type Two Ambulance	WakeMed	1/31/2019	1/31/2022	1/31/2023	\$5,000.00	\$1,000.00	\$6,000.00																																																					
13-120452432	This is a test.	Alpha Beta Gamma Company	12/1/2019	12/1/2021	12/1/2023	\$100,000.00	\$10,000.00	\$110,000.00																																																					
202000640	Cook Caps	Alpha Beta	12/1/2019	12/1/2021	12/1/2023	\$100,000.00	\$10,000.00	\$110,000.00																																																					

Deleting/Removing an Extension Posting

Step	Action
1	Open a Request to Delete Contract Extension Posting form.
2	Fill out the request form and click Submit Form . <div data-bbox="305 506 1416 1367" style="border: 1px solid black; padding: 10px; text-align: center;"><p>Purchase & Contract Department of Administration</p><p>Request to Delete Contract Extension Posting <small>Instructions: Complete the request to delete an IPS Contract Extension Posting.</small></p><div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">SUBMISSION DETAILS</div><p>Name <input type="text"/> <input type="text"/> <small>First Name Last Name</small></p><p>Email <input type="text"/></p><p>Phone <input type="text"/></p><p>Select the entity type* <input type="text" value="Select from list"/></p><div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">CONTRACT EXTENSION DETAILS</div><p>Contract Administrator* <input type="text"/> <input type="text"/> <small>First Name Last Name</small></p><p>Solicitation Number* <input type="text"/></p><p>Reason to delete posting:* <input type="text"/></p><p><small>Save and Resume Later</small></p><div style="margin-top: 10px;">Submit Form ←</div></div>
3	P&C Systems Support will send an email when the posting has been removed (between 1 and 3 business days).



NC★DOA
 Department of Administration