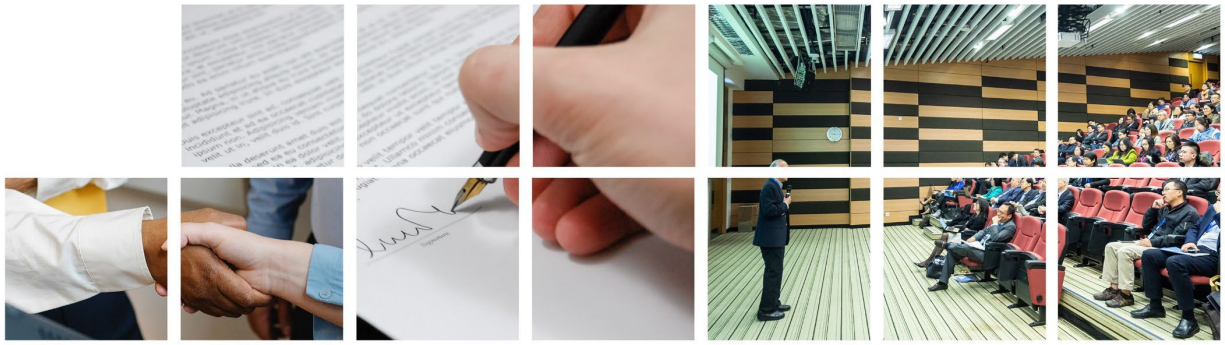
IPS CONTRACT EXTENSION POSTING QUICK GUIDE



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.

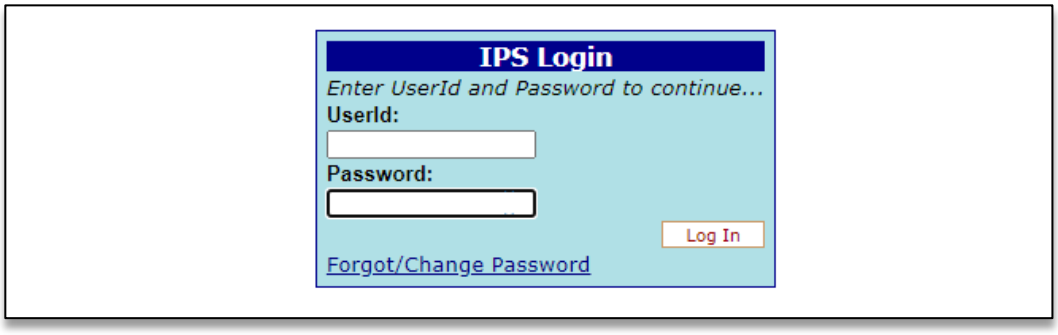
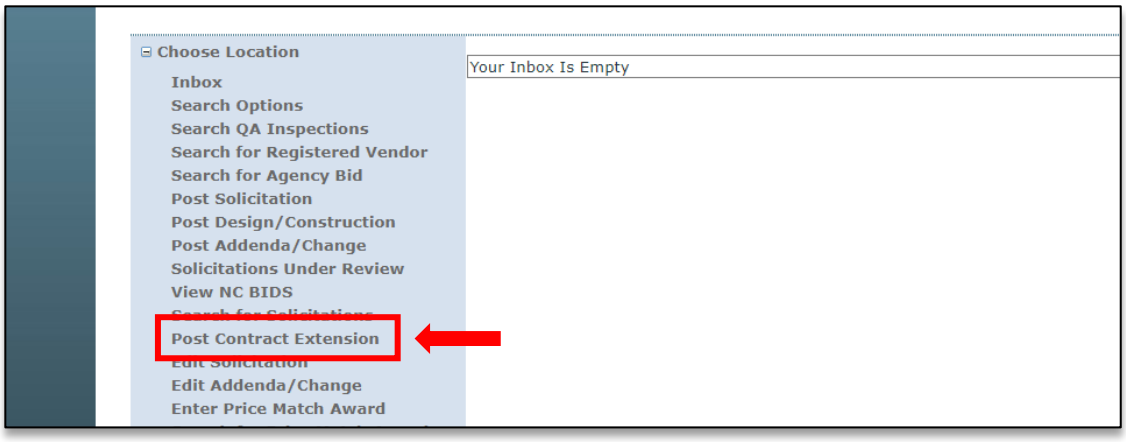
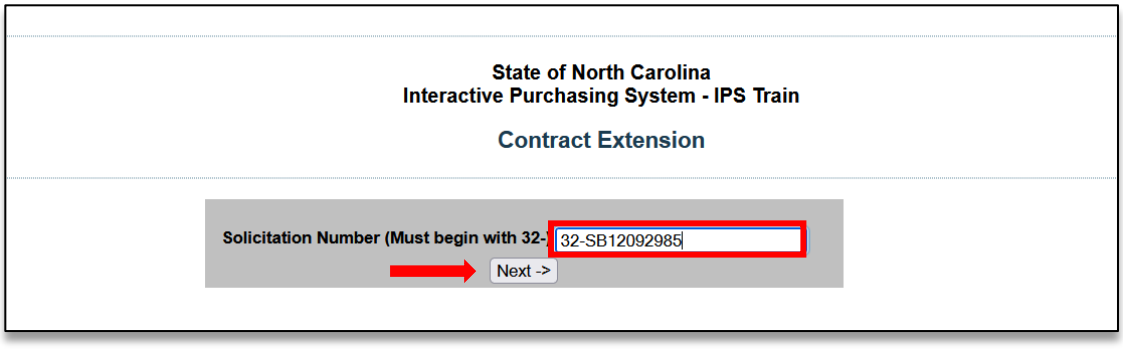
WHO, WHAT & WHEN

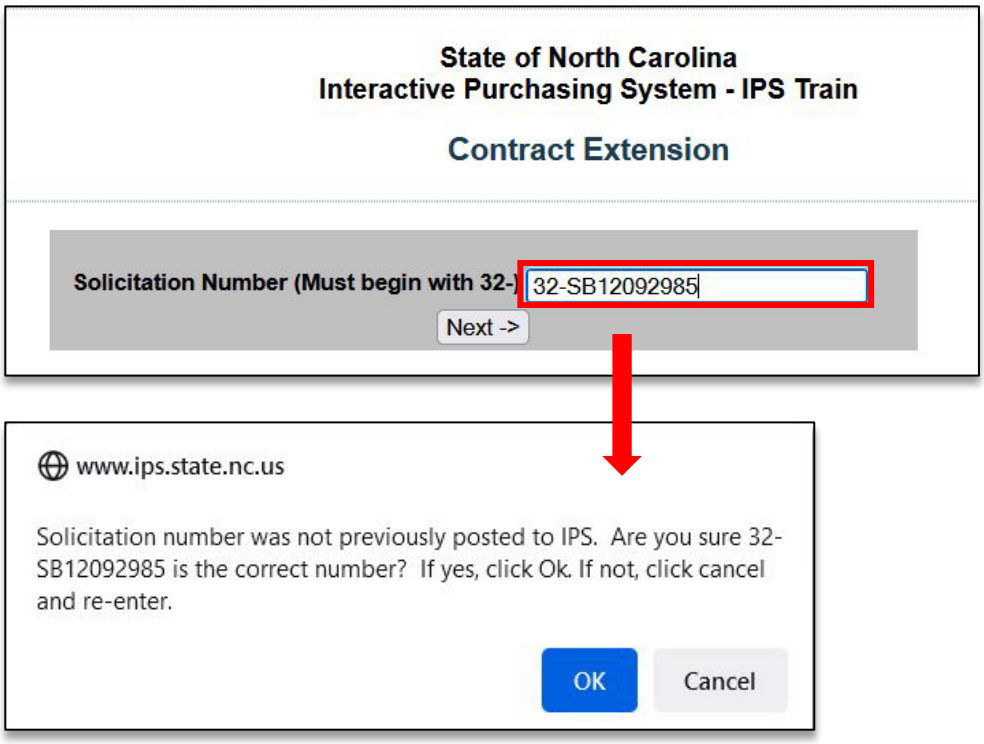
WHO – Who can post a contract extension in IPS? Users that post solicitations will have the ability to post contract extension in IPS as well. Any (posting) users within the agency that issued the solicitation can post extensions for that solicitation/contract. Contract extensions only be posted for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

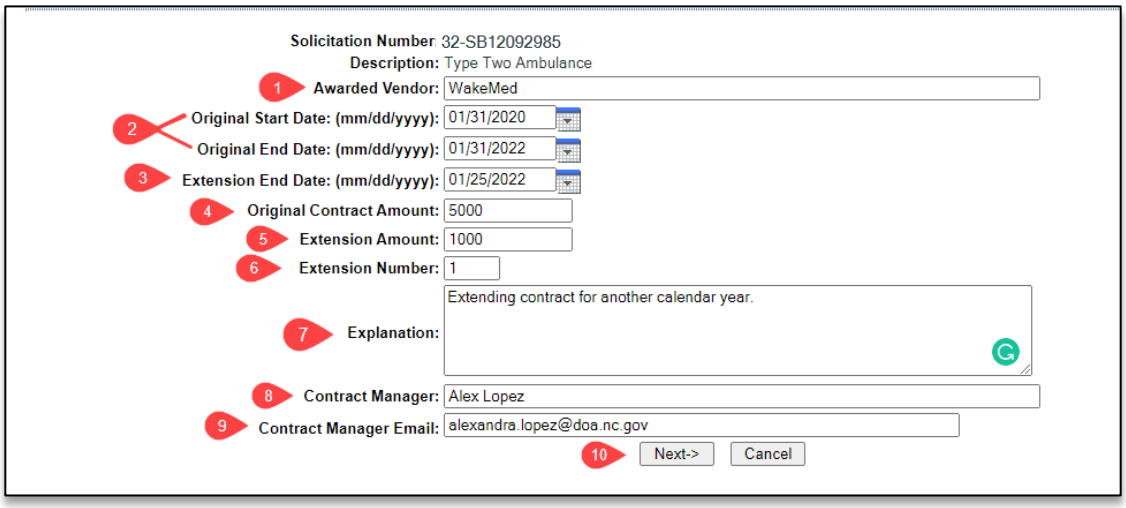
WHAT – All fields are required on the Contract Extension submission page. The fields are aligned with the Rule requirements.

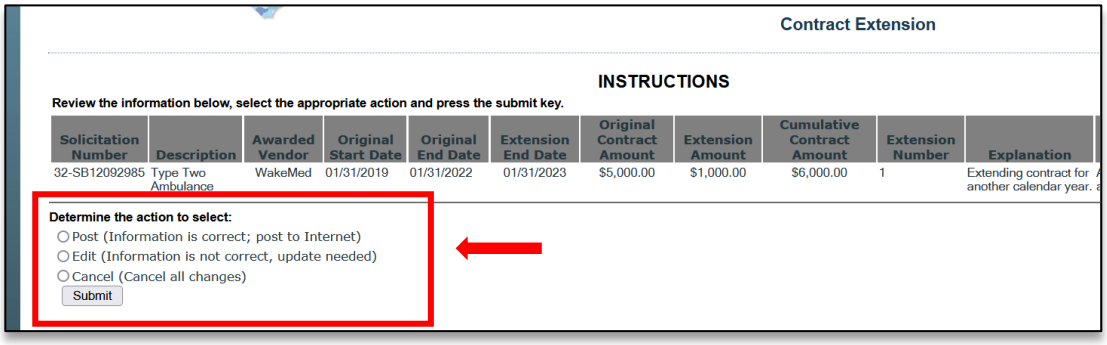
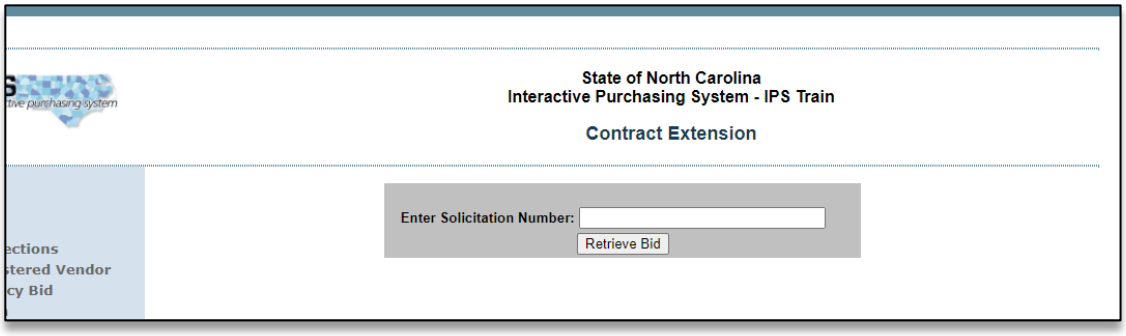
WHEN – A contract extension should be posted publicly within five (5) business days of extending the Contract with the Vendor.

Posting a Contract Extension in IPS

Step	Action
1	Logon to IPS. 
2	Select **Post Contract Extension** from the list. 
3	Enter the solicitation number and click **Next**. 

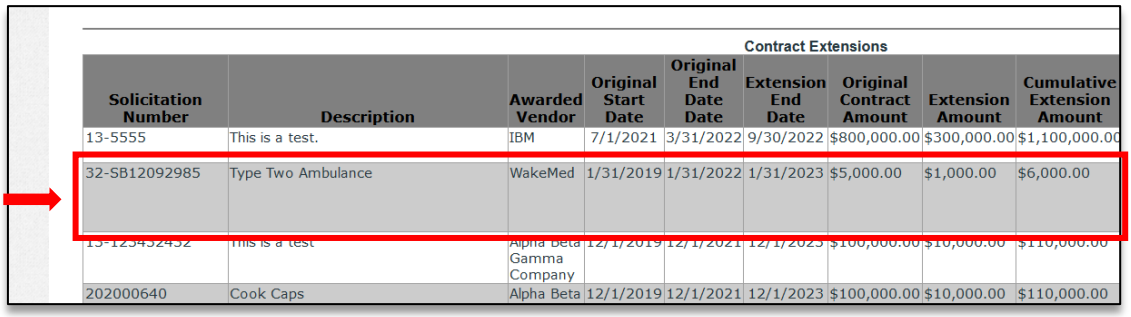
Step	Action
	Note: *An error message will appear if the number entered is not found.* *Click **OK** if the number is correct or **Cancel** to reenter it.* 

Step	Action
4	Enter the extension information. **Note:** *all fields are required, and an error message will appear if any is left blank.*  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. 
6	The **Retrieve Bid** page displays. 

View Posted Extension in Public IPS Page

Step	Action
1	Select **Contract Extensions**.
2	Confirm that the extension appears on the list and save PDF confirmation in the procurement file.



Contract Extensions

Solicitation Number	Description	Awarded Vendor	Original Start Date	Original End Date 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
13-12345432	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**.
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