



Finance & Administration
Procurement

Buyer: _____ Date: _____

Department Contact: _____ Department: _____

Re: Bid #: _____ Contract Title: _____

PO #: _____

Supplier(s): _____

The referenced contract/purchase order(s) have no remaining renewal options or require a re-bid for contract continuation.

Department Recommendation

When soliciting new bids, you should consider whether the current scope of the contract is sufficient and will continue to satisfy your department's needs for the goods or services for the term of the contract.

Indicate your Department's requirement's for this contract by checking the applicable box below and attaching this completed form to a new requisition no later than: April 14, 2026.

- ☐ The Department has a continuing need for this contract, but **has no remaining renewal options**.
- ☐ The Department *no longer* has frequent/continuing needs greater than \$10,000 for these goods and/or services on an annual basis, and **recommends allowing the contract to expire without further action**.
- ☐ The Department has a continuing need for this contract, but **recommends a re-bid** due to:
- _____
- _____
- _____

(If more room is needed, attach justification to requisition in a Microsoft Word document)

Department Cost Center Manager _____ Title _____ Date _____

Failure to return this form by the aforementioned date will be interpreted that you no longer have a need for this contract or may create a lapse in contract coverage for these goods and/or services.