



State of North Carolina Office of Information Technology Services

Pat McCrory
Governor

Chris Estes
State Chief Information Officer

July 27, 2015

MEMO

To: Agency CIOs and IT Procurement Teams

From: Ray Johnson, Director of Strategic Sourcing
Tim Pursell, Technology Strategies and Standards

Re: Processing Contract Extensions/Renewals
Delegation of Authority

Effective August 3, 2015, contracts that include options to extend beyond three years can be submitted directly to Statewide IT Strategic Sourcing via eProcurement or email (submit2.statewideIT@its.nc.gov). This includes contracts with valid extensions and or renewals that have been previously approved by Statewide IT Strategic Sourcing. These requests will not require an exception review.

If you have a contract entering the last year or last optional year of its life your agency must have a plan in place. Plans could include a new competitive solicitation (RFP, IFB, RFQ, etc.), leveraging a cooperative agreement or other actions your agency is pursuing. This plan must be submitted to the Statewide IT Strategic Sourcing team along with your request to renew the final extension/renewal. Statewide IT Strategic Sourcing will withhold contract approval of the final year transaction until such evidence is provided.

As a reminder, individual agencies have the authority to grant waivers of competition for procurements within their delegated authority level (typically < \$25K). Such transactions do not need to be submitted through the Statewide exception process unless they involve other elements that require SCIO approval (hosting exception, security, use of another agency contract, etc.)

Contact your Exception Request and Statewide Strategic Sourcing teams if you have any questions.

Regards,

Handwritten signature of Ray Johnson in black ink.

Ray Johnson
Strategic Sourcing

Handwritten signature of Tim Pursell in red ink.

Tim Pursell
Exception Request