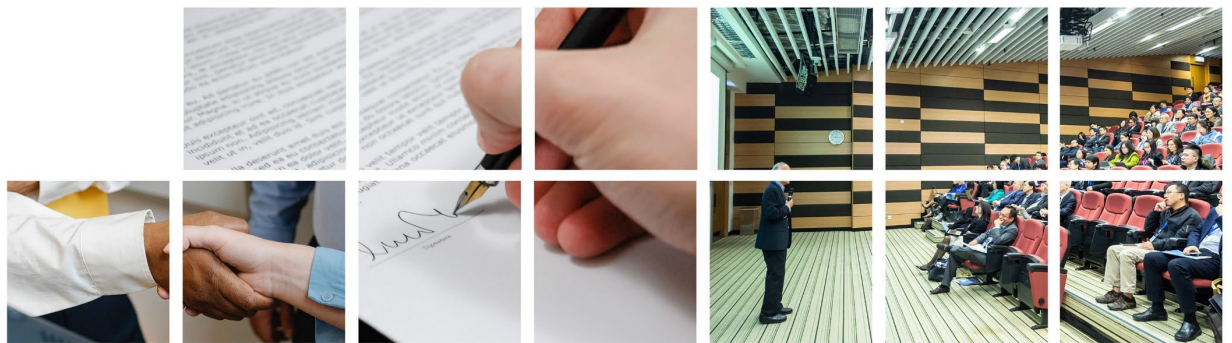


# IPS CONTRACT EXTENSION POSTING QUICK GUIDE



## 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.

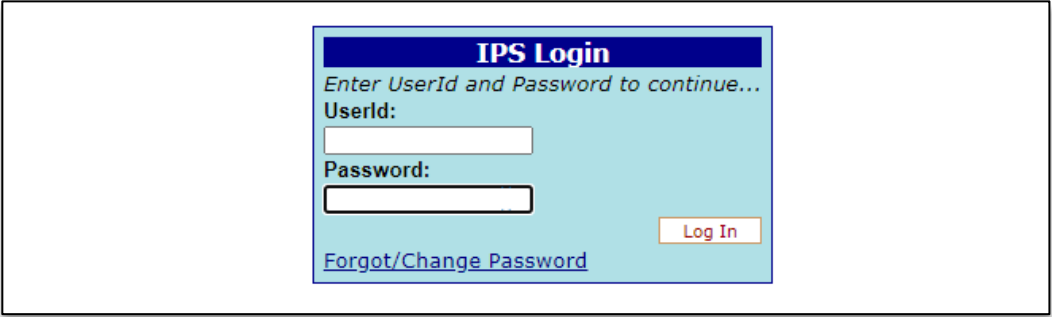
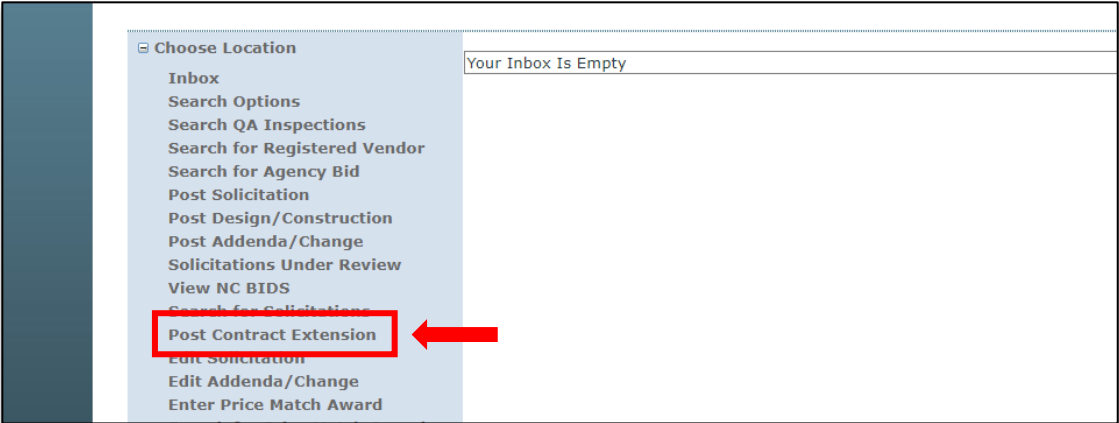
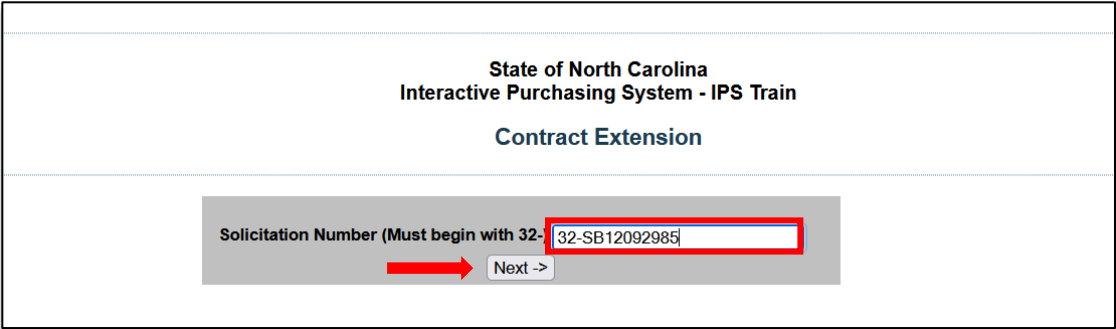
## WHO, WHAT & WHEN


**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>Logon to IPS.</p> 
2	<p>Select <b>Post Contract Extension</b> from the list.</p> 
3	<p>Enter the solicitation number and click <b>Next</b>.</p> 

Step	Action
	<p><b>Note:</b> An error message will appear if the number entered is not found. Click <b>OK</b> if the number is correct or <b>Cancel</b> to reenter it.</p> <div data-bbox="315 390 1286 1108"> <div data-bbox="315 390 1286 758"> <p style="text-align: center;"><b>State of North Carolina Interactive Purchasing System - IPS Train</b></p> <p style="text-align: center;"><b>Contract Extension</b></p> <hr/> <p><b>Solicitation Number (Must begin with 32-)</b> <input data-bbox="834 646 1179 688" type="text" value="32-SB12092985"/></p> <p style="text-align: right;"><input data-bbox="748 695 834 726" type="button" value="Next -&gt;"/></p> </div> <div data-bbox="315 802 1122 1108"> <p> <a href="http://www.ips.state.nc.us">www.ips.state.nc.us</a></p> <p>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.</p> <p style="text-align: right;"> <input data-bbox="850 1031 945 1094" type="button" value="OK"/> <input data-bbox="961 1031 1094 1094" type="button" value="Cancel"/> </p> </div> </div>

Step	Action
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4	Enter the extension information.
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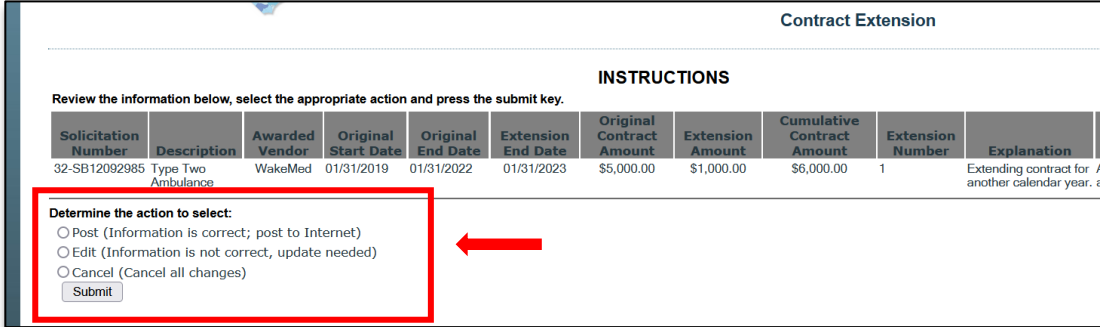

**Note:** all fields are required, and an error message will appear if any is left blank.

The screenshot shows a web form for entering contract extension information. At the top, it displays 'Solicitation Number: 32-SB12092985' and 'Description: Type Two Ambulance'. The form contains the following fields with numbered callouts:

- 1. Awarded Vendor: WakeMed
- 2. Original Start Date: (mm/dd/yyyy): 01/31/2020
- 3. Original End Date: (mm/dd/yyyy): 01/31/2022
- 4. Extension End Date: (mm/dd/yyyy): 01/25/2022
- 5. Original Contract Amount: 5000
- 6. Extension Amount: 1000
- 7. Extension Number: 1
- 8. Explanation: Extending contract for another calendar year.
- 9. Contract Manager: Alex Lopez
- 10. Contract Manager Email: alexandra.lopez@doa.nc.gov

At the bottom right of the form are 'Next->' and 'Cancel' buttons.

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	<p>Review the extension information, select the appropriate option and click <b>Submit</b> to post the extension.</p> 
6	<p>The <b>Retrieve Bid</b> page displays.</p> 

# View Posted Extension in Public IPS Page

## Step Action

### 1 Select **Contract Extensions**.

**IPS**  
interactive purchasing system

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

Helpful Tips   Bids by Category   Bids by Department   Search Open Bids   Search Bid Number   **Contract Extensions**   electronic Vendor Portal   P&C Home

Welcome to the North Carolina Interactive Purchasing System (IPS). IPS is a free, electronic system for Vendors to view and search for bids opportunities with just a simple click of a button. Use the above tabs to search for open bids, and look up specific bids by category, department and/or bid number.

[Helpful Tips](#)  
To learn more about the features on this site, click on the categories listed below for more details.

[NC electronic Vendor Portal Home](#)  
The NC electronic Vendor Portal (eVP) is a one-stop site to register for all the Department of Administration's systems including the Interactive Purchasing System (IPS), the Statewide Uniform Certification (SWUC) Program, and NC E-Procurement @ Your Service.

[Bids by Category](#)  
The Bids by Category page offers a menu of all solicitations listed by specific commodity groups and by the number of solicitations for each category.

[Bids by Department](#)  
On the Bids by Department page you can view current solicitations for a specific agency. However, only active links are underlined and the number of solicitations are listed by agency name.

[Search for Open Bids](#)  
The Search Open Bids page allows you to look up bids in a number of ways. You may search by individual or all purchasing entities, specific or all categories, or you may search to find all solicitations for a specific department, a specific category, or keywords.

[Search by Bid Number](#)  
The Search Bid Number page is where you can look for bids by number, which will return any open solicitations, solicitations under evaluation, bid tabulations, or awarded solicitations for a period of ninety days beyond the award date.

[Contract Extensions](#)  
The Contract Extensions page is where you can look for contract extensions that have been issued within the last thirty days.

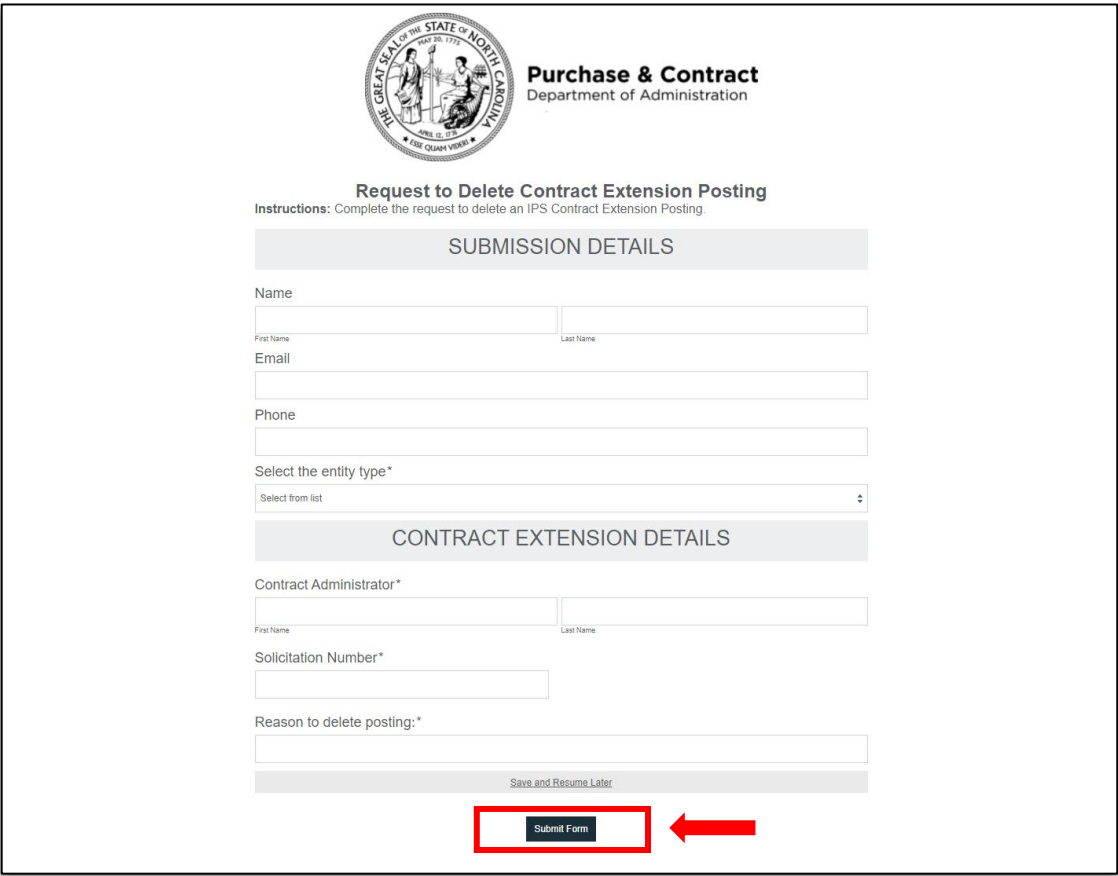
[Purchase and Contract Homepage](#)  
The Division of Purchase & Contract website houses all the latest procurement information and opportunities for the state of North Carolina including a database of issued Statewide Term Contracts, standard specifications, a qualified product list (QPL), information on quality assurance inspections, upcoming trainings and much more.

IPS Home : eVP : P&C Home : NCDOA Home : NC.gov

### 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	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
13-123452432	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 <b>Request to Delete Contract Extension Posting</b> form.
2	Fill out the request form and click <b>Submit Form</b> . <div data-bbox="305 499 1416 1369">  </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