

Contracts+ Document Submittal Requirements

Important Note: Delete this page from the Main Document prior to submitting the contract to the Internal Review Round.

Retainer Renewal Award

REMINDER: The following documents must be submitted as PDF for the PSC before contract review can begin. After document reviews are completed by UOCP, an Award posting on the Procurement Bulletin will be requested. A reminder that CEI Review and PPB Waiver will be issued no sooner than on the 15th calendar day after the Award has been published on the Bulletin. Renewals are set up with \$0.00 amounts in C+.

- IPG Form A or Form B Certifications and Disclosures or CPO Financial Disclosure Affidavit (if vendor is disclosing updates to previously accepted documents). CCU to inform UOCP if vendor states they have no required updates/changes to submit.
- Conflict of Interest Review & Acceptance, if applicable
- Completed Procurement Policy Board (PPB) Questions for Retainer Contract Renewal document. Document to include CCU analysis of evaluations of the vendor's performance regarding any Retainer Work Orders completed as part of this Agreement (Letter Item 1.b.). Item 1.b shall also document actual percentages of Consultant and Subconsultant BEP/VBP participation used to date on any Retainer Work Orders completed as part of this Professional Services Retainer Agreement. Please also identify the originally PSC proposed team percentages identified in Attachment D - PSC/Subconsultant Work Summary of their Professional Services Retainer Agreement and compare the average BEP/VBP participation to the original proposed team percentages. If work was completed by the Retainer and if this average BEP/VBP participation does not meet or exceed the original proposed team percentages identify how these values will be increased through a corrective action plan or do not renew. Office for Procurement Diversity (OPD) will review the corrective action plan or non-renewal request and provide concurrence
- When a renewing vendor falls short of meeting the contracted BEP goal as identified in Vendor Evaluations, the vendor and contracting University shall be required to complete a form to request a reduced BEP goal for consideration, for the current renewal, only. The University shall submit the form to UOCP for review and acceptance. The form is titled, "BEP Goal Waiver Request Form" and can be found on the Chief Procurement Office – Forms site, <https://cpo-highered.illinois.gov/forms.html>.

[[Professional Services Firm - Contact Name]]
[[Name (Primary Second Party)]]
[[Street Line 1 (Primary Second Party)]]
[[City/Town (Primary Second Party)]], [[State/Province (Primary Second Party)]], [[Postal Code (Primary Second Party)]]

NOTICE OF EXERCISE OF OPTION

TYPE OF RETAINER AGREEMENT

[[Project Location]]

As of **DATE**, THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, a body corporate and politic of the State of Illinois, and [[Name (Primary Second Party)]], [[Street Line 1 (Primary Second Party)]], [[City/Town (Primary Second Party)]], [[State/Province (Primary Second Party)]], [[Postal Code (Primary Second Party)]], a(n) [[Professional Services Firm - Legal Structure]], existing under the laws of the State of [[Professional Services Firm - Laws of the State of]] entered into a Professional Services Consultant Retainer Agreement (“Agreement”) for **DESCRIBE SERVICE**. Article E of said Agreement provides that the terms of the Agreement can be extended for an additional one year period, from MONTH DATE, YEAR, through MONTH DATE, YEAR, inclusive, under the same terms and conditions, all subject to the availability of funds, upon mutual agreement between THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS and [[Name (Primary Second Party)]].

The original Agreement is amended to include the attached revised hourly rate schedule as allowed per Section D.4 of the Agreement. The revised hourly rate schedule has been reviewed and accepted by the Owner. By executing this Notice of Exercise of Option, Vendor acknowledges and agrees that it is in compliance with the requirements of Article 50 of the Illinois Procurement Code (30 ILCS 500/50) as agreed upon in the original Agreement. These requirements remain in effect for the term of the Agreement and any remaining renewals and are a material requirement and condition of the Agreement. By executing this Notice of Exercise of Option, Vendor certifies compliance, and is under a continuing obligation to remain in compliance and to immediately report any non-compliance.

The documents are available at:

https://www.uocpres.uillinois.edu/contracts_forms/for_design_professionals

Through this Notice of Exercise of Option and pursuant to the Agreement, the Board of Trustees of the University of Illinois hereby exercises its option to extend the term of the Agent for an additional year, from MONTH DATE, YEAR, through MONTH DATE, YEAR, inclusive.

Receipt of this Notice of Exercise of Option is acknowledged by the following affixed signature.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as and of the day and year first hereinabove set forth.

<p style="text-align: center;">University of Illinois Signature Block</p> <hr/> <p>Comptroller Delegate Signature</p> <hr/> <p>Signature Date</p>	<p>[[Name (Primary Second Party)]]</p> <hr/> <p>By</p> <hr/> <p>Printed</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
---	---

