

## TERM AGREEMENT EXTENSION REQUEST

Term agreement extensions will be made upon request if qualifications have not changed. If key personnel listed on the original qualifications proposal are no longer with the firm, new key personnel must be identified and additional documentation is required to be submitted along with this form, as noted below. That documentation will be reviewed for acceptance.

Only one extension period is allowed per two-year agreement, and the extension request must be received by the Department within thirty (30) days of expiration of the two-year agreement. For example, if your Term Agreement expires on May 1<sup>st</sup>, then your extension request is due by May 30<sup>th</sup>. If not received within the 30-day period, a full proposal will be required. If your Term Agreement has been extended once already, you must submit new qualifications. The Request for Qualifications (RFQ) is located on our web site at <http://itd.idaho.gov/business/?target=consultant-agreements>.

*If you are not sure of the status of your term agreement, please contact Consultant Services at [ConsultantAdminUnit@itd.idaho.gov](mailto:ConsultantAdminUnit@itd.idaho.gov) before proceeding.*

**INSTRUCTIONS:** Fill out this form, sign, and e-mail to [ConsultantAdminUnit@itd.idaho.gov](mailto:ConsultantAdminUnit@itd.idaho.gov) along with any required documentation for new key personnel as noted below.

<b>Company:</b>	
<b>Address:</b>	
<b>Contact Name:</b>	
<b>E-Mail:</b>	
<b>Telephone:</b>	

**Mark only one of the following:**

### EXTENSION REQUEST

I certify that the qualifications submitted for our Term Agreement have not changed since our last submittal.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title:

### EXTENSION REQUEST WITH REVISIONS TO QUALIFICATIONS

I certify that the qualifications submitted for our Term Agreement have not changed since our last submittal except for the following categories, which have key personnel changes:

The following documentation is attached for each category being revised:

- Identification of New Personnel
- Idaho Professional Registration, if applicable
- Past three (3) years' experience
- Description of qualifications as pertains to the service category
- Three (3) references

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title: