**Today’s Date**, 20**XX**

TO: Nichol Luoma

 Vice President University Business Services, CPO

 Morgan Olsen

Executive VP, Treasurer & CFO

FROM: **Name**

Please approve a contract extension beyond five years for RFP **######:description** between Arizona State University and **supplier**. The contract expires **XX- XX-**20**XX**. The current contract does not allow for additional extensions beyond the five years.

We are requesting to extend the current contract for a maximum of one additional year allowing **department name** time to **department plans**.  Prior to the expiration of the extended agreement, **department name** intends to release a new RFP for **description**. Once an award is made from that RFP, the extended agreement with **supplier** would terminate.  **Department name** believes this approach would allow them to continue to support the needs of the ASU Community, while **department plans**.

The new RFP will be done as a collaborative effort with ASU **department name** to develop a broader scope allowing us to better serve the best interest of the University.

[ ] Approved

[ ] Disapproved

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Signature

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