

Treasurer's Instruction No	1115
Title	Process for granting contract extensions: goods and services
Effective date	1 January 2009
Objective and Background	Provides instruction on the process agencies must follow to apply for a contract extension.
Version Number	5
Last Reviewed Date	November 2008

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

- (1) This instruction applies only to the procurement of goods and services and is to be read in conjunction with other Instructions relating to goods and services which are contained in the 1100 series of the Treasurer's Instructions.**

Further information on goods and services procurement, including a definition of "goods and services", can be located at www.purchasing.tas.gov.au> Buying for Government.

For information on building and construction and roads and bridges procurement, refer to the 1200 series of the Treasurer's Instructions.

- (2) Unless otherwise approved by the Secretary of the Department of Treasury and Finance, or other authorised delegate, a contract must not be extended unless it contains a specific provision, or provisions, in the original contract, such as an option, allowing for it to be extended.**

Before considering a contract extension provision, the original supplier's performance should be reviewed to ensure that the agency is satisfied with its performance.

Further information on contract extensions can be located at www.purchasing.tas.gov.au> Buying for Government>Goods & Services>Purchasing G&S \$100 000 and over>Contract Management>Reviewing the Contract.