

PHASE II: CONTRACT ADMINISTRATION

Activity 34: Options

Determine whether there is an existing need, and if so, whether the existing need can be fulfilled by exercising the option.

If yes,

If no,

Notify the contractor of the intent to exercise the option.

Compete the requirement under a new procurement.
Proceed to Activity 1:
Customer Business Analysis
and Acquisition Strategy.

Determine that funds are available.

Determine whether a synopsis is required for the option.

Determine that the contractor is responsible and has satisfactory performance.

Determine the option price.

Research market prices for the supplies and services covered by the option.

Prepare a written determination for the contract file.

Exercise the option.