

To assist in determining if a hearing is necessary, the PPB has formulated a list of questions that will be put forward to test every renewal or extension that exceeds \$249,999:

1. a. Describe in detail the specific steps that the Department/Using Agency/End User (or in the case of a master contract, the issuing agency) has taken to conduct a quantitative assessment of the vendor's performance over the current contract term?  
  
b. Give a detailed analysis of the results that were concluded from the assessment. If no assessment of the vendor's performance was conducted, explain why.
2. a. Are the service levels originally established still relevant?  
  
b. How was the relevancy verified (what method was used) and with whom was it verified?
3. a. Were any supplies or services added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract? If yes, describe.  
  
b. What were the dollar amounts and justification for each?  
  
c. If supplies or services were added, describe how the needs of the Department/Using Agency/End User have changed since the start of the original contract to necessitate an amendment or change.  
  
d. How was the justification for the change(s) or amendment(s) verified (what method was used) and with whom was it verified?
4. a. What specific steps were taken to evaluate the current marketplace?  
  
b. Discuss the evaluation process and identify the evaluators.
5. a. Explain how this renewal is a more fiscally responsible option than competitive selection.  
  
b. How specifically was the competitive environment tested to ensure that it hasn't evolved in such a way that competitive selection might be a more fiscally responsible option?
6. Describe in detail what methods were utilized in order to get the best possible price?