

Attachment 1

SAMPLE OPTION LETTER

Date:	Original Contract CMS #:	Option Letter #	CMS Routing #
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1) **OPTION.** Option to renew (for an additional 12 month term OR coterminous with the NASPO ValuePoint Master Agreement).

2) **REQUIRED PROVISIONS.**

In accordance with Section(s) _____ of the Original [Participating Addendum](#) between the State of Colorado, Department of Personnel & Administration, State Purchasing Office and Insert Legal Name of Contractor, the State hereby exercises its option for an additional term beginning Insert start date and ending on Insert ending date at a cost/price specified in Section _____, Exhibit _____.

3) **EFFECTIVE DATE.** The effective date of this Option Letter is upon approval of the State Controller or _____, whichever is later.

STATE OF COLORADO John W. Hickenlooper, Governor Name of Agency or IHE
By: Insert Name & Title of Person Signing for Agency or IHE
Date: _____

ALL CONTRACTS REQUIRE APPROVAL BY THE STATE CONTROLLER

CRS §24-30-202 requires the State Controller to approve all State Contracts. This [Option Letter](#) is not valid until signed and dated below by the State Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the State of Colorado is not obligated to pay Contractor for such performance or for any Goods and/or Services provided hereunder.

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

By: _____
Insert Name of Agency or IHE Delegate-Please delete if Contract will be routed to OSC for approval

Date: _____

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