

EXHIBIT A

SAMPLE OPTION LETTER

Date: X	Original Contract CMS #: X	Option Letter # X	CMS Routing # X
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- 1) **OPTIONS:** Choose all applicable options listed in §1 and in §2 and delete the rest.
 - a. Option to renew only (*for an additional term*)
- 2) **REQUIRED PROVISIONS.** All Option Letters shall contain the appropriate provisions set forth below:
 - a. **For use with Option 1(a):** In accordance with [cite the section/paragraph of the **Original Contract**] between the **State of Colorado, [Division or Unit]** and [**Contractor**], the State hereby exercises its option for an additional term beginning Insert start date and ending on Insert ending date at the same rates and same terms specified in the Original Contract, as amended. Unless specified in this Option Letter, there shall be no change to the current contract value as a result of this extension to the term.
 - b. **Multiple Amendments or Options Exercised:** In the event more than one amendment to the Contract occurs, the the Contract shall have been amended as follows: [cite all amendments to the contract by CMS routing number(s), the type of transaction(s), the effective date of the transaction(s), the amount of the transactoin(s), and the total to date..]
- 3) **Effective Date.** The effective date of this Option Letter is upon approval of the State Controller or others delegated; whichever is later

<p>STATE OF COLORADO John W. Hickenlooper, GOVERNOR Department of Personnel and Administration Kathy Nesbitt, Executive Director</p> <p>By: _____ Date: _____</p>
<p>LEGAL REVIEW John W. Suthers, Attorney General</p> <p>By: _____ Print Name: _____ -or- Assistant Attorney General Date: _____</p>

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: _____ Date: _____