CHECKLIST

Contract Renewal Checklist

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Should you renew your contract? How and When?

Although most renewals go off without a hassle, there may be sensitive issues that the two parties must work out.

Introduction

It's critical to have strong processes in place for managing contract renewals in your organization, just as it is for any other part of the business. When renewing contracts, it is critical to include everyone to avoid any discrepancies or concerns with legal obligations and invoicing. Although most renewals go off without a hassle, there may be sensitive issues that the two parties must work out. To ease the process and ensure seamless contract renewal, use this checklist as a guideline.

Vendor Performance	Yes/No
Has the supplier met expectations and performed well against KPIs?	☐
Is the customer satisfied with the supplier's service?	☐
Is vendor compatible enough to accommodate changes in the market (new providers, better prices, new products, etc.)?	☐
Demand Requirements	**Yes/No**
Does the customer still need the goods/services?	☐
Have their requirements changed?	☐
Market analysis (research current market conditions)	**Yes/No**
Are there new suppliers for the goods and services?	☐
Can you obtain better products for a better price?	☐
Has there been any innovation that means that other goods/services are now available that better meet your needs?	☐
Are conditions favorable for going back to the market?	☐
Could you obtain a more competitive price or better result if you delay going back to market?	☐

Coordinated Procurement Arrangements	Yes/No
Are there any procurement arrangements or activities planned or in place (for example, common use arrangements) that might impact the extension or renewal?	☐
Have you checked the other vendors' criteria to identify whether other agencies are going to market around the same time, so you can leverage volume and reduce duplication?	☐

Contract Review Performance	Yes/No
Were any changes recorded on the contract information at the time of mid-contract reviews?	☐
Are the costs/prices reflected in the contract actually reflected in what is being paid out?	☐
Is the key contact information still accurate and as is as mentioned in the original contract??	☐
During mid-contract review, is there any information that affects the existing record's "Key Elements/Clauses" portion of your contract record?	☐
Were the original contract objectives satisfied?	☐

Now that you have your notes about what might and might not have worked well, you're nearly ready to negotiate a more favorable contract for another year of services. by adhering to the below requirements:

Contract Review	Yes/No
Give enough time to review the contract	☐
Review your current contract at least six months prior to renewal and 24 months prior to renewal for critical vendors (e.g., core processors).	☐
Assess the ongoing value of a contract	☐
Determine if there are any more cost-effective alternatives in the market	☐
Review contract service levels and any disputes that may have happened during the contract period	☐
Stakeholders	**Yes/No**
Speak to key contacts within the business to see how the relationship is going	☐
Compile additional information in the form of docs	☐
Vendor Review	**Yes/No**
Verify all critical vendor contact information is still correct and update as needed.	☐
Verify if there have been any major changes on the vendor's side, such as mergers, acquisitions, and investments	☐

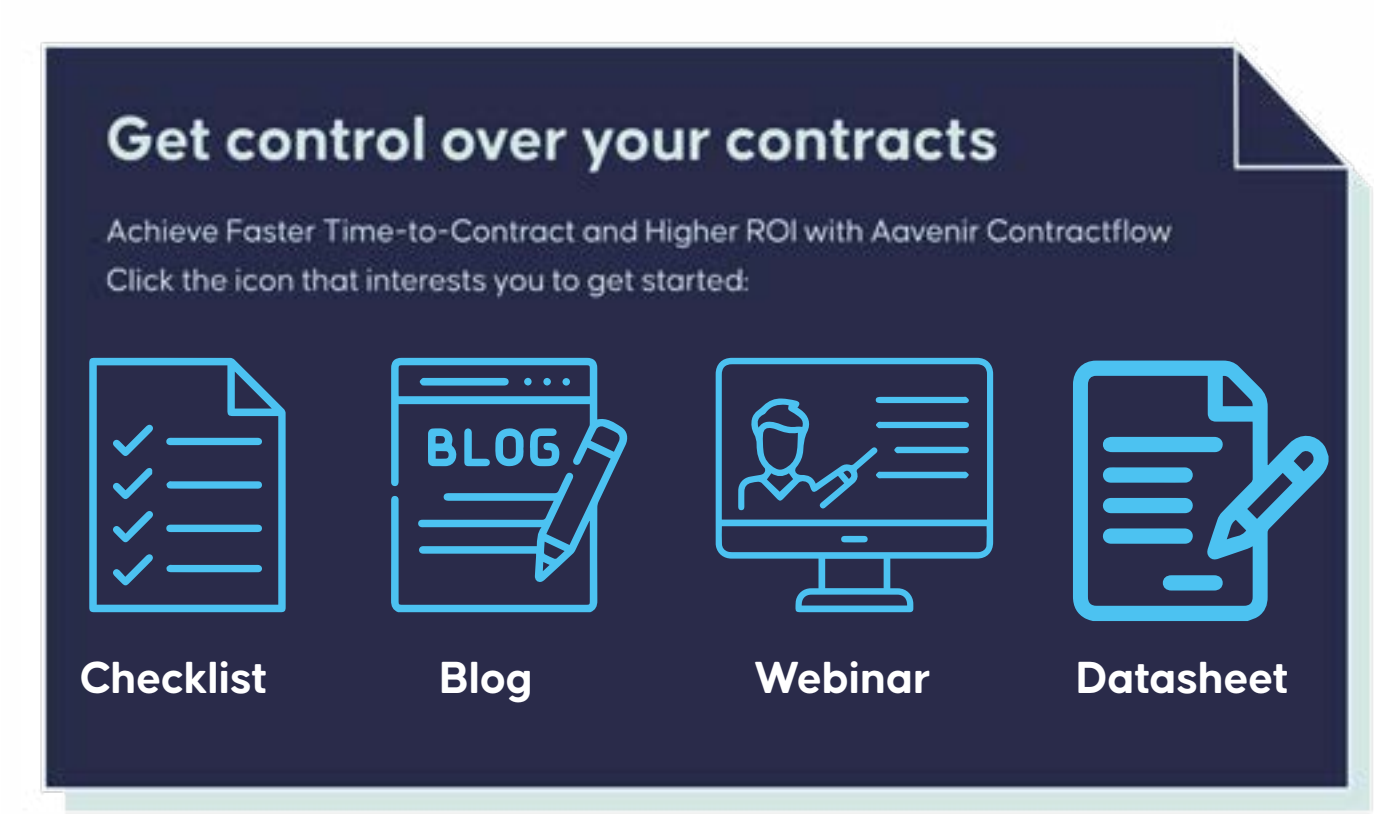
Vendor Review	Yes/No
Keep up with the growth and/or changes your vendor is experiencing.	☐
Verify the vendor is still meeting contractual obligations and expectations	☐
Negotiation review	**Yes/No**
List down the new terms and conditions for possible negotiation from a position of strength	☐
Inquire about renewal incentives	☐
Are there any new service offerings that they may have – or possible upgrades – that you're interested in?	☐

Suppose your business has a low level of maturity when managing contracts and their renewal dates. In that case, you'll find yourself caught in the administrative burden of collating all your data from multiple sources. To ensure accuracy, timeliness, and a strong negotiating position without extra burden, it is advisable to use a dedicated contract management solution like Contractflow. It provides complete visibility into renewals, expirations, and extensions and sends automated alerts ahead of renewals to help you act in time. To learn more about Aavenir Contractflow, book a demo to understand how it offers identifying opportunities to realize more excellent value from existing vendors at the renewal phase!

Manage your Contracts on ServiceNow

Are you willing to transform the contract process for faster time-to-signature, greater obligations compliance, and reduced business risks?

Get a custom demo of the Aavenir software and find out how you can manage your contracts for better business result.



About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions, including RFPflow, Onboardingflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to

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