



MONTANA DEPARTMENT OF ADMINISTRATION

Director's Office

Greg Gianforte, Governor
Misty Ann Giles, Director

doa.mt.gov
406.444.2460
doadirector@mt.gov

MEMORANDUM

TO: State Procurement Bureau
FROM: Anne Charpentier, Marketing and Sales Director
DATE: 5/21/2026
SUBJECT: Contract No: DOA21-0138T Contract Name: Advertising and Related Services

According to our records, there is an option to renew the contract noted above. This would be the first renewal, for two years of the contract, covering the period of June 30, 2026, through June 30, 2028. Please let us know if you would like this office to begin the process of renewing this contract by indicating your intentions below and returning this form to our office at SPB@mt.gov.

If renewing this contract, please provide a written justification that the action is in the best interest of the State as required by 18-4-313(3), MCA. Include with your justification information on your satisfaction with the contractor's performance and how continuation of the contract will be in the best interest of the State.

Please **Contact the Vendor** to confirm there are no changes to the Contract (price increase, liaison, etc.) and confirm that the signatory information listed in eMACS is still correct.

For Executive Branch contracts exceeding \$200,000, include the following:

The Department of Administration requires prior approval by both the Office of Budget and Program Planning and agency directors for any renewal of an existing contract in which the total contract value is greater than \$200,000. "Total contract value" means the potential monetary worth of a project from beginning to completion, including the initial contract period and all renewal options.

If you have questions or need assistance, please contact Trenton.Hatch@MT.Gov

- YES, we would like to renew the contract for an additional period per the terms, conditions and prices originally agreed upon. We authorize the State Procurement Bureau (SPB) to proceed with the contract renewal. **Renewal justification is attached.**
- YES, we would like to renew this contract, but with the changes attached. **Renewal justification is attached.**

Is this renewal for IT services or supplies? If yes, please complete the following:

- YES, we would like to renew the IT services or supplies and have received an approved ITPR from State Information Technology Division. **Approved ITPR is attached.**
- YES, we would like to renew the IT services or supplies and need to complete the ITPR request and receive approval from State Information Technology Division. New ITPR's can be submitted at: <http://svcint.mt.gov/doa/approvals/> . We will provide a copy of the approved ITPR upon receipt.

NOTE: If the original contract allowed for price adjustments please indicate:

- New prices have been negotiated with the Contractor and are attached to this response.
- NO, we do not wish to renew the contract for another period.
- NO, however, we would like to discuss other contract options with the SPB.

Is this renewal for a Sole Source contract for services or supplies? If yes, please complete the following:

- YES, we would like to renew the previously approved Sole Source contract. I have submitted a new Sole Source justification, and the approval is attached.
- YES, we would like to renew the Sole Source contract and will submit a new Sole Source justification for the renewal. I understand the contract renewal cannot be executed until the Sole Source justification has been approved.

In accordance with **HB 627**, Agencies must identify the portion of the purchasing agency's appropriation that will be used to pay the vendor. Please identify below:

The contract payments are appropriated to account 62102 – Contract and Professional Services.

With my signature below and as part of my contract renewal request, I certify I have verified the current contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract.


 Bob Brown, Director

5/22/2026

Name of Person Authorizing the Contract Action Date

For Executive Branch contracts exceeding \$200,000, include the following:

Approval for TCV greater than \$200,000:

5/22/2026

Director Date

Office of Budget and Program Planning Date