CONTRACT RENEWAL OVERVIEW

When will renewal applications and new contracts need to be generated:

- Full Agent: 10 years from effective date of contract

- Messenger: 6 years from effective date of contract

How will you be notified of contract expiring:

- Email for first notification.(60 days prior)

- Email for second notification. (2 weeks after first notification)

- Phone call third notification. (1 week after second notification)

- After third notification an auditor will be sent to your business to provide an update (after all three attempts were made to contact business)

FULL AGENT RENEWAL PROCESS (10-YEAR TERM)

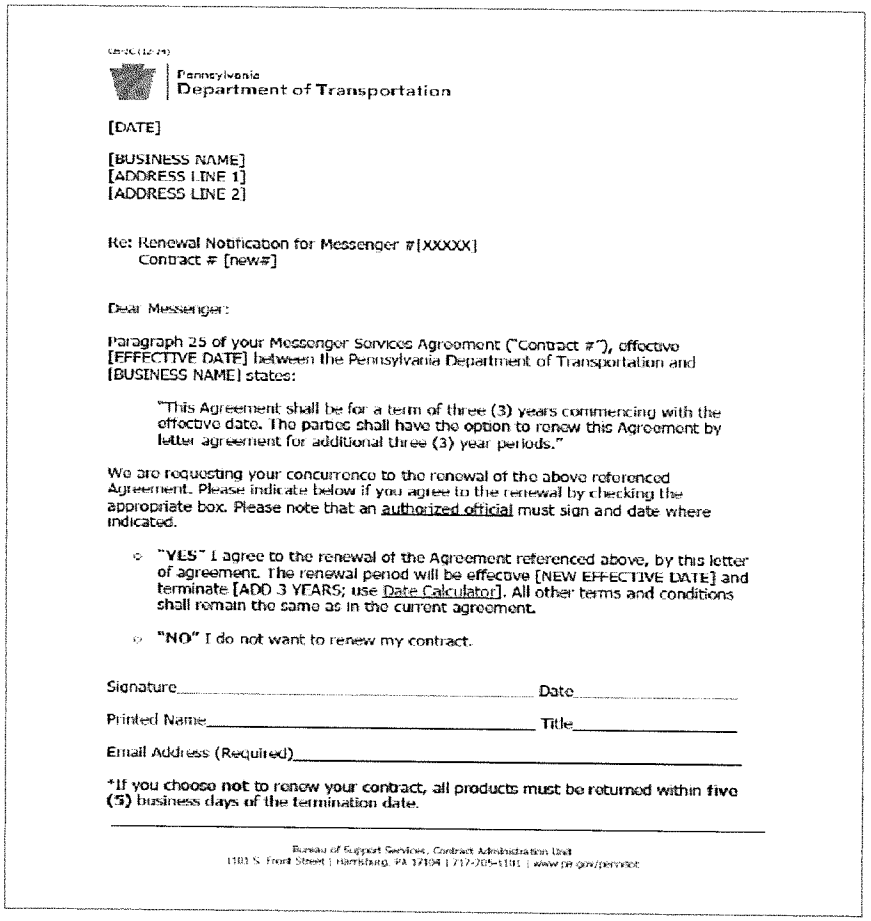
- Vendor is notified 60 days prior.
- Agreement Requirements:
  - Company Information
  - Owner/partner/officer information
  - Support staff Information
  - Questionnaire
  - Notarized statement of understanding title 67 PA. Code Chapter 43
  - Notarized statement regarding monies owed to the Commonwealth
  - Employee Notary
  - Applicant Certification
  - Zoning and Building code compliance statement
  - Pennsylvania State Police Criminal Background Check
    - Purpose for request: Employment

FULL AGENT RENEWAL PROCESS (10-YEAR TERM)

- Updated Security Plan
- Bond Information
- Training Certificates
- Required Site Photographs
  - Secure Area for storage of Pennsylvania Motor Vehicle & Driver Licensing products and forms
  - Full picture of solid door construction with secure hinges, ceiling, walls, and dead bolt lock
  - Safe secured to the wall or floor
- Certification of Information

MESSENGER SERVICES RENEWAL (3-YEAR TERM W/ OPTION TO EXTEND)

- Notified 60 days prior
- Requirements:
  - Two Page notification of contract expiring.



Pennsylvania
Department of Transportation

[DATE]

[BUSINESS NAME]
[ADDRESS LINE 1]
[ADDRESS LINE 2]

Re: Renewal Notification for Messenger #[XXXXX]
Contract # [new#]

Dear Messenger:

Paragraph 25 of your Messenger Services Agreement ("Contract #"), effective [EFFECTIVE DATE] between the Pennsylvania Department of Transportation and [BUSINESS NAME] states:

> "This Agreement shall be for a term of three (3) years commencing with the effective date. The parties shall have the option to renew this Agreement by letter agreement for additional three (3) year periods."

We are requesting your concurrence to the renewal of the above referenced Agreement. Please indicate below if you agree to the renewal by checking the appropriate box. Please note that an authorized official must sign and date where indicated.

- ☐ **"YES"** I agree to the renewal of the Agreement referenced above, by this letter of agreement. The renewal period will be effective [NEW EFFECTIVE DATE] and terminate [ADD 3 YEARS; use Date Calculator]. All other terms and conditions shall remain the same as in the current agreement.
- ☐ **"NO"** I do not want to renew my contract.

Signature_____ Date_____

Printed Name_____ Title_____

Email Address (Required)_____

*If you choose **not** to renew your contract, all products must be returned within **five (5)** business days of the termination date.

Bureau of Support Services, Contract Administration Unit
1101 S. Front Street | Harrisburg, PA 17104 | 717-705-1101 | www.pa.gov/penndot

MESSENGER RENEWAL PROCESS AFTER 6 YRS

- Vendor is notified 60 days prior
- Requirements:
  - Company Information
  - Owner/partner/officer information
  - Support staff Information
  - Questionnaire
  - Notarized statement of understanding title 67 PA. Code Chapter 43
  - Notarized statement regarding monies owed to the Commonwealth
  - Employee Notary
  - Applicant Certification
  - Zoning and Building code compliance statement
  - Pennsylvania State Police Criminal Background Check
    - Purpose for request: Employment

MESSENGER RENEWAL PROCESS AFTER 6 YRS

- Updated Security Plan
- Bond Information
- Training Certificates
- Required Site Photographs
  - Secure Area for storage of Pennsylvania Motor Vehicle & Driver Licensing products and forms
  - Full picture of solid door construction with secure hinges, ceiling, walls, and dead bolt lock
  - Safe secured to the wall or floor
- Certification of Information

PROCESSING TIMELINE

- Reviewing of application once received: 1-2 days.
- Generate contract and send to customer for signature and returned with signature: 1-3 days.
- Send to Office of Chief Counsel and returned approved: 1-9 days.
- Turn Around Time from Start to Finish of renewal process after PennDOT receives: 3 to 14 days.

WHEN TO CONTACT PENNDOT

When you haven't had any communication via email when contract is 30 days from expiration

- Who to Contact:
- Contracts Resource Account Phone Number: 717-705-1101
  - Provide Business Name
  - DIN
  - Reason for Reaching out.
- Contracts Resource Account Email: RA-PDAGENTCONTRACTS@pa.gov
  - Provide Business Name
  - DIN
  - Reason for Reaching out