



Contract Renewal Checklist

Use Una's contract renewal checklist to review everything before you let an auto-renew kick in and run the risk of a pricey invoice.

Contract at a Glance

SUPPLIER

CONTRACT OWNER

CONTRACT END DATE

NOTICE PERIOD

OPT-OUT DATE

HOW NOTICE MUST BE DELIVERED

1 Find the notice window and the date it closes

- ☐ Find the notice period in the renewal clause.
- ☐ Count back from the contract end date to set your opt-out deadline. (Example: For a December 31 end date with 60 days' notice, that's November 1).
- ☐ Confirm how notice must be delivered, such as a letter to a named address rather than an email or call.
- ☐ Add the deadline to a calendar the right stakeholders can see.

2 Check what happens to the price

- ☐ Look for uplift clauses and indexation to inflation.
- ☐ Check whether your discount ends at renewal and resets to the supplier's standard prices.
- ☐ Benchmark the renewal price against what the market charges today.

3 Compare what you pay for with what you use

- ☐ Pull twelve months of actual usage.
- ☐ Compare it with the volumes, seats or minimums written into the contract.
- ☐ Decide whether to renew at actual usage or use the gap as a bargaining point.

Example. You pay for 200 software licenses at \$50 each per month, but only 140 people logged in during the past year. Those 60 idle licenses cost \$36,000 a year, and an auto-renewal signs you up for another year of them.

4 Review the supplier's track record

- ☐ Collect the late deliveries, service credits, incidents and escalations from the past term.
- ☐ Compare the supplier's performance against its service levels.
- ☐ Ask for improvements on any service levels it missed.
- ☐ Ask the people who use the service every day what's working and what isn't.

5 Look at the term and the exit clause

- ☐ Confirm how long the renewal term runs, whether that's 12 months or several years.
- ☐ List termination rights, early exit fees and any minimum commitments that carry into the next term.
- ☐ Negotiate a mutual right to prevent renewal with reasonable notice.

6 Track renewals somewhere that outlasts one person

- ☐ Log each contract's key dates, auto-renewal clause and notice period in contract management software, or in a shared calendar for a small portfolio.
- ☐ Assign a contract owner on the day the contract is signed.
- ☐ Set staged reminders that go to the owner well before the opt-out deadline.
- ☐ Update the record whenever the owner or terms change.

7 Test the alternatives

- ☐ Get a quote from a second supplier, or run a competitive sourcing event.
- ☐ Check whether a group purchasing organization (GPO) like Una has a contract you can join.
- ☐ Line up your alternative before the notice window opens.

8 Decide, and write it down

Pick one option, then record the owner, the decision date and the next review date.

- ☐ Renew As Is ☐ Renegotiate ☐ Replace the supplier ☐ Let the contract lapse

DECISION OWNER

DATE DECIDED

NEXT REVIEW DATE

Benchmark Your Renewal Against Una's Contracts

Una's contracts give you an alternative that's already negotiated, which makes the comparison at renewal much quicker. A free cost analysis compares your current spend against Una's contracts before you commit to anything.

- **Buy on GPO pricing fast.** Members can start within days or weeks, not months.
- **Fewer surprises next time.** Many contracts lock in pricing and cap increases for years.
- **Free, with no strings.** No purchasing requirements or exclusivities, so you can compare without leaving your incumbent.

Sign Up for Free at una.com