OPTION EXERCISE FOR FSC CONTRACT

FSCM check next option contract amount & SIOH with latest modification.

↓

FSCM sent option notice to the customer by e-mail. Notice include contract expiration date, available contract option period, check list for contract/contractor performance, and fund request. (220 days advance)

↓

FSCM receive check list from customer

↓

FSCM send pre-option notice request to contracting office via MAXIMO

↓

Contracting office sent pre-option notice to the contractor before contract expiration date. (*Three vehicle lease contracts shall be sent to the contractor for 60 days before contract expiration date)

↓

FSCM received funds & forwarded to contracting office with check list and CPARs for exercising option. (Option exercise request is forwarded through MAXIMO)

↓

Contracting office issue modification to exercise option