

Period of Performance End Date New Way to Request Extensions

The period of performance is stated in each purchase order award notification. The contractor may not exceed the period of performance without written approval.

In an effort to make the process less complicated and easier to manage, contractors should use the Scheduler Module to request an extension of the period of performance. To do so, the contractor should enter the mutually agreed-upon date, and in the comment field enter the reason why the extension is requested.

When the extension is granted, the contractor will see a revised period of performance end date in the Inspection Oversight Module.

Information	
Close Date	
PoP End Date	06/15/2016
Revised PoP End Date	07/15/2016 

The contractor must ensure that HUD has entered a Revised POP End Date prior to the scheduled inspection date. If an extension has not been granted and the inspection is uploaded after the period of performance, the contractor may be subject to a reduced payment as described in the Purchase Order Terms and Conditions.

If an extension is denied, an email will be sent to the contractor with instructions for scheduling the inspection within a more reasonable timeframe.

When requesting extensions, contractors should refer to these guidelines:

- *The POA/ED must be offered three unique dates for the inspection that are within the stated period of performance;*
- *The requested extension date should be within a reasonable timeframe, which is generally defined as within 30-45 days of the period of performance. (Exceptions for extenuating circumstances will be considered.);*
- *Extension requests should be made within the scheduling timeframes described in the Purchase Order Terms and Conditions; and*
- *Requests for extensions should NOT be sent after the period of performance has ended, unless an inspection is being rescheduled with HUD's approval.*
- *In addition to the reason for the extension request, comments should include the name and telephone number of the property representative requesting the extension.*