Vendor Contract Renewal RACI Template & Ownership Policy

Who owns vendor contract renewals in your organisation?

A practical template for procurement, finance, IT and legal teams.

> *"We auto-renewed a £40k contract nobody owned. The vendor was delighted. We were not."*
>
> — A procurement manager, professional services firm, 180 staff

The Problem: No One Owns Vendor Contracts

Most organisations track vendor contracts in spreadsheets that nobody updates, shared drives that nobody audits, and calendar reminders that fire the day *after* the vendor's notice window closes. When a £40k SaaS contract rolls into year three on auto-renewal terms, the question is always the same: **whose job was it to catch this?**

The honest answer is: nobody's. Not because people don't care — but because ownership was never assigned. This template fixes that.

What's in This Template

✓ RACI matrix for every stage of the vendor renewal lifecycle

✓ Role definitions for procurement, finance, IT, legal, and business owners

✓ Draft ownership policy you can adapt for your organisation

✓ Escalation rules for contracts above value thresholds

✓ 90-day renewal checklist tied to the RACI

Understanding RACI

A RACI matrix assigns one of four responsibility levels to each role for each task. The key rule: **every task must have exactly one Accountable person** — the one who answers for it if it goes wrong.

R	**Responsible**	Does the work. Can be multiple people.
A	**Accountable**	Signs off. One person only. Answerable if missed.
C	**Consulted**	Provides input before decisions are made.
I	**Informed**	Kept updated after decisions are made.

The Vendor Renewal RACI Matrix

Adapt this to your organisation. If you have no dedicated procurement function, the Office Manager or Finance Manager typically takes the Accountable role.

Activity	Proc.	Finance	IT Mgr	Legal	Biz Owner	CFO/VP
CONTRACT IDENTIFICATION & CAPTURE						
Maintain a complete vendor contract register	R	A	I		C	I
Upload new vendor contracts to central system	R	C	R		R	I
Extract key dates and auto-renewal clauses	R	C	C	C		
MONITORING & ALERTS						
Monitor notice window deadlines (90/60/30 day)	R	I	I	I	I	I
Trigger renewal review for contracts >£10k	R	A		C	C	I
Escalate auto-renewal risk to leadership	R	A			C	I
RENEWAL DECISION						
Evaluate vendor performance and alternatives	C	C	R		A	I
Approve contracts £10k–£50k	C	A	C	C	R	I
Approve contracts >£50k	C	C	C	C	R	A
Approve cancellation or vendor switch	R	C	C	C	A	I
NEGOTIATION & EXECUTION						
Lead price and term renegotiation	A	C		C	R	I
Review legal terms and auto-renewal clauses	C			A	R	I
Sign and execute renewed contract	C	C		A	R	I
Update contract register with new terms	R	I	I	I	I	
REPORTING						
Monthly vendor spend report	R	A	C		I	I
Quarterly renewal forecast	R	A	I		I	I

Activity	Proc.	Finance	IT Mgr	Legal	Biz Owner	CFO/VP
Annual vendor portfolio review	R	C	C	C	C	A

Proc. = Procurement Manager · **Finance** = Finance Manager · **IT Mgr** = IT Manager · **Legal** = Legal/Compliance · **Biz Owner** = Business Unit Owner · **CFO/VP** = CFO or VP Finance

Draft Vendor Renewal Ownership Policy

Copy, adapt, and embed this in your internal policy documentation. The goal is to eliminate the "nobody told me" defence when a contract auto-renews.

1. Purpose

This policy establishes clear ownership for all vendor contract renewals at [Organisation Name]. It applies to all contracts with a total annual value above £[threshold — suggest £2,000] and any contract containing an auto-renewal clause, regardless of value.

2. Accountabilities

Procurement Manager (or equivalent) is accountable for maintaining a complete and current vendor contract register, monitoring renewal deadlines, and triggering the renewal review process no later than 90 days before a contract's notice deadline.

Business Unit Owner is accountable for the renewal decision on contracts owned by their function. They must confirm Renew / Cancel / Renegotiate no later than 60 days before the notice deadline.

CFO or VP Finance is accountable for all contracts exceeding £[e.g. £50,000] annual value, and for the quarterly renewal forecast.

3. Notice Window Rule

No vendor contract with an auto-renewal clause may be allowed to auto-renew without an explicit written confirmation from the Accountable owner. The Procurement Manager must flag all auto-renewal contracts to the relevant Business Unit Owner at the 90-day mark as a minimum. Where a vendor's notice window exceeds 60 days, the flag must be raised at notice-window + 30 days.

4. Value Thresholds

Under £10,000/year: Procurement Manager approves.
£10,000 – £50,000/year: Finance Manager approves.
Over £50,000/year: CFO or VP Finance approves.
Any contract with a multi-year lock-in clause requires Legal review regardless of value.

5. Escalation

If no renewal decision is received from the Business Unit Owner within 15 days of the 60-day flag, Procurement escalates to their manager and copies Finance. If no decision is received within 5 days of the 30-day flag, Procurement escalates to the CFO. Auto-renewal is never an acceptable outcome by default.

6. Contract Register

Procurement maintains a central vendor contract register updated within 5 business days of any new contract execution or renewal. All team members listed in the RACI matrix have read access. The register must include: vendor name, contract type, annual value, start date, end date, notice window, auto-renewal flag, and assigned owner.

The 90-Day Vendor Renewal Checklist

Run this for every contract worth more than your threshold or with an auto-renewal clause. The notice deadline is the date you *must* have notified the vendor — not the contract end date.

90 DAYS OUT

- ☑ **Procurement:** Confirm contract is in the register with correct end date and notice window
- ☑ **Procurement:** Verify auto-renewal clause status (Yes / No / Check contract)
- ☑ **Procurement:** Calculate notice deadline = End Date minus Notice Window
- ☑ **Procurement:** Notify Business Unit Owner: renewal review starting
- ☑ **Business Owner:** Confirm contract is still needed and flag any performance issues

60 DAYS OUT

- ☑ **Business Owner:** Confirm decision: Renew / Cancel / Renegotiate
- ☑ **Procurement:** If Renegotiate: initiate vendor conversation
- ☑ **Procurement:** If Cancel: issue written cancellation notice to vendor
- ☑ **Finance:** Confirm budget availability for renewal if Renewing
- ☑ **Legal:** Flag if contract has lock-in clauses or special terms requiring review

30 DAYS OUT — DEADLINE ZONE

- ☑ **Procurement:** Escalate any undecided contracts to Finance Manager and CFO
- ☑ **Procurement/Legal:** Ensure any cancellation notice was received and acknowledged
- ☑ **Business Owner:** Final sign-off on renewal terms if renegotiating
- ☑ **Procurement:** Update contract register with outcome

AFTER RENEWAL

- ☑ **Procurement:** Upload executed renewal contract to system
- ☑ **Procurement:** Update register: new end date, new value, new notice window
- ☑ **Finance:** Update budget with confirmed vendor spend
- ☑ **Procurement:** Set reminder for next renewal cycle (90 days before new notice deadline)

Automate This With Renewly

Renewly extracts renewal dates, notice windows, and auto-renewal clauses from your vendor contracts automatically. Upload a PDF, get back structured data in under 10 seconds. No more spreadsheets. No more missed notice windows.