

A man and a woman are shown in a professional setting, likely an office. The man, on the left, is looking at a laptop screen. The woman, on the right, is gesturing with her hands while speaking, suggesting a collaborative discussion or presentation. They are both dressed in business attire. The background is slightly blurred, showing a window and some office furniture.

**PLANET BIDS**

# MID-YEAR BUDGET ADJUSTMENT TOOLKIT

Practical Tools & Resources to Optimize Public Procurement in Q3 & Q4

Smart, strategic budget reallocation starts with the right tools. This mid-year guide helps government agencies assess procurement performance, adjust spend plans, and realign toward impact-driven outcomes. This toolkit includes: Reallocation tools, planning best practices, real-world case studies, infographic and blog companion.

# PROCUREMENT BUDGET REALLOCATION PLANNER

This should be a spreadsheet-style tool to evaluate remaining budget versus forecasted needs. It should include:

- Department or cost center fields
- Actual versus projected spend
- Surplus/deficit indicators
- Suggested reallocation logic

## MID-YEAR BUDGET REALLOCATION WORKSHEET

PLANET BIDS

Department/ Cost Center	Original Allocation	Actual Spend to Date	Remaining Budget	Forecasted Need	Surplus/Deficit	Suggested Reallocation Action
Department	\$	\$	\$	\$	\$	
Department	\$	\$	\$	\$	\$	
Department	\$	\$	\$	\$	\$	
Department	\$	\$	\$	\$	\$	
Department	\$				\$	
Department	\$				\$	
Department	\$	\$	\$	\$	\$	
Department	\$	\$	\$	\$	\$	

DOWNLOAD THE TEMPLATE



# 5 BEST PRACTICES FOR MID-YEAR PROCUREMENT ADJUSTMENTS

Use this to guide cross-departmental budget reviews with a clear process. This printable one-page checklist covers:

- Stakeholder alignment
- Contract flexibility assessment
- Prioritization matrix
- Audit documentation
- Forecasting tips



## MID-YEAR PROCUREMENT PLANNING CHECKLIST

5 Essential Steps to Realign and Optimize Procurement for the Second Half of the Fiscal Year



### Align with Key Stakeholders

Use this meeting to identify underused funds or stalled projects.

- Schedule a mid-year review session with stakeholders (finance, department leads, and procurement, etc).
- Review goals, timelines, remaining budget, and evolving priorities across departments.
- Identify upcoming procurements that require immediate action or support.



### Review Contracts for Flexibility & Savings

Track any savings and redirect them using a contract savings tracker.

- Identify contracts that may be underutilized, not advantageous, or eligible for renegotiation.
- Check for termination or extension clauses.
- Look for duplicate services, overlapping vendors, or consolidation opportunities.



### Review Budget

Reallocate surplus funds to address sensitive, high-impact, or immediate needs.

- Pull YTD spend vs. original allocation across all departments.
- Use a [reallocation worksheet](#) to highlight surpluses and shortfalls.

DOWNLOAD THE TEMPLATE



### Audit Season

Use standardized reporting templates now to simplify Q4 wrap-up.

- Document all mid-year budget adjustments, including rationale and outcomes.
- Update procurement schedules and track progress toward year-end goals.

# WHAT TO FUND, DELAY, OR CUT: PROCUREMENT PRIORITIZATION MAP

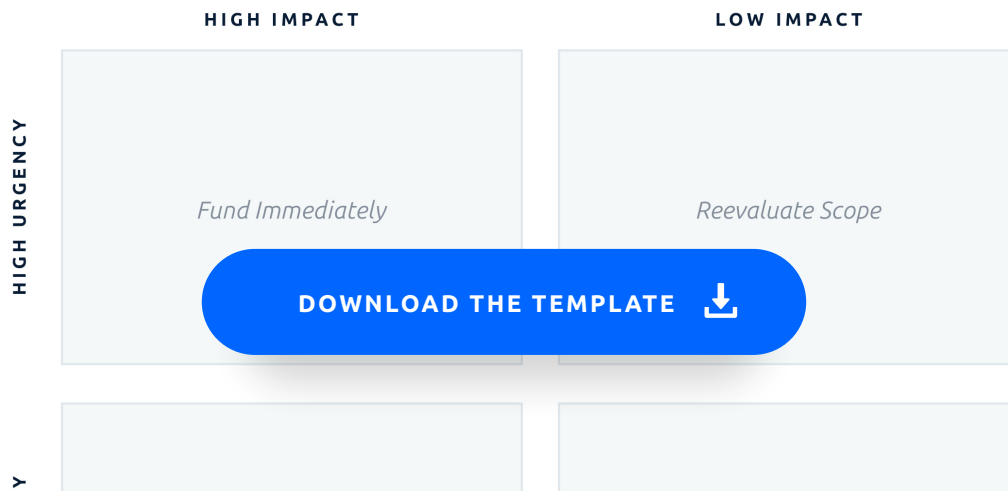
A visual 2x2 matrix template to help agencies triage open procurements based on urgency and impact. It should include:

- Sample completed grid
- Blank editable template
- Evaluation criteria suggestions

PLANET BIDS

## PROCUREMENT CATEGORY REPRIORITIZATION MATRIX

Use this 2x2 matrix to evaluate current or planned procurement projects. Map each initiative based on its urgency and strategic impact. This tool helps prioritize what to fund immediately, what to delay, and what to cut or re-scope.



# MID-YEAR SAVINGS & REINVESTMENT LOG

Great for end-of-year reporting or executive briefing materials, this spreadsheet tool can help document:

- Vendor-level savings
- Rebid or renegotiation results
- Funds reallocated
- Projected ROI of redirected spend

## MID-YEAR BUDGET REALLOCATION WORKSHEET



Vendor	Original Contract Value	Final Spend to Date	Savings Realized	Reason for Savings	Reallocation Destination
Vendor	\$	\$	\$		
Vendor	\$	\$	\$		
Vendor	\$	\$	\$		
Vendor	\$	\$	\$		
Vendor	\$				
Vendor	\$				
Vendor	\$	\$	\$		
Vendor	\$	\$	\$		

DOWNLOAD THE TEMPLATE

↓

# 5 SMART WAYS TO REALLOCATE YOUR PROCUREMENT BUDGET MID-YEAR

This one-pager gives your audience practical, proven strategies for using unspent or redirected funds – ideal for agencies needing inspiration or structure without case-specific examples.

- Invest in tools
- Expand outreach
- Upskill teams
- Consolidate or extend contracts
- Pilot low-risk digital upgrades

**PLANET BIDS**

## 5 SMART WAYS TO REALLOCATE YOUR PROCUREMENT BUDGET MID-YEAR

Strategic Use of Unspent Funds for Maximum Fiscal-Year Impact

Unspent or surplus procurement dollars mid-year present a powerful opportunity, not a problem. Rather than rushing to spend or letting funding lapse, use this guide to reallocate budget in ways that build long-term capacity, improve compliance, and increase stakeholder satisfaction. After all, if you don't use it, you'll lose it.

### Invest in eProcurement Technology

Manual or outdated procurement processes are often a hidden drain on time, compliance, and vendor satisfaction.

#### Use funds to:

- Purchase a digital procurement platform.
- Upgrade or add new modules (e.g., analytics, performance tracking) to existing systems.
- Automate key workflow steps.

#### MID-YEAR BENEFIT

*Investment in procurement technology cuts cycle time, reduces risk, and simplifies reporting before audit season.*

**DOWNLOAD THE TEMPLATE** 

### Expand Vendor Outreach & Inclusion

Under-engagement from small, local, or diverse businesses can limit competition and equity outcomes, costing you money and leaving you at risk of protests.

#### MID-YEAR BENEFIT

*Increased outreach improves vendor response rates and increases competition, leading to better value for the agency.*