
INTRODUCTION

An amendment is required to revise the scope of work, amount, term, or language of a contract including, but not limited to:

- Change to a contractor's name or federal employer identification number (FEIN).
- Change to performance outcomes or deliverables.
- Increase or decrease in geographic area or client population.
- Change to eligibility.
- Add or eliminate a service.
- Change in service description and/or reporting requirements.
- Increase or decrease in total dollar amount within the contract period.
- Change in contract duration.
- Increase or decrease in number of units provided and/or unit rate.
- Change of location of service.

CHANGE OF ADDRESS

Change of address does not require an amendment unless it causes a change in the location of service.

CHANGE IN DOLLAR AMOUNT

A change in dollar amount for actual cost contracts requires submission of a new budget for the affected contract term. The budget must be attached to the amendment throughout the signature process.

AMENDMENT PROCESS

Contract Administrator (CA)/Program Office

1. Complete and electronically send an amendment request not less than 45 days prior to requested begin/effective date.

Note: All amendment request forms should be received by the Bureau of Purchasing (BOP) not less than 105 days from the date of contract expiration.

BOP Contract Analyst

2. Complete State Administrative Board document as needed; see CPM 205.
3. Draft amendment and electronically forward to the CA for review.

CA/Program Office

4. Review and approve amendment or return to BOP contract analyst for changes/revisions until approval is reached by both parties.

BOP Contract Analyst

5. Electronically send approved amendment to the contractor for signature.

Contractor

6. Sign and electronically return the amendment to BOP.

BOP Contract Analyst

7. Review amendment for appropriate signatures, determine that no changes have been made, and that, if needed, Ad Board approval has been received.

BOP

8. Forward amendment to the MDHHS authorized signatory.
9. Distribute the fully-executed amendment as required.