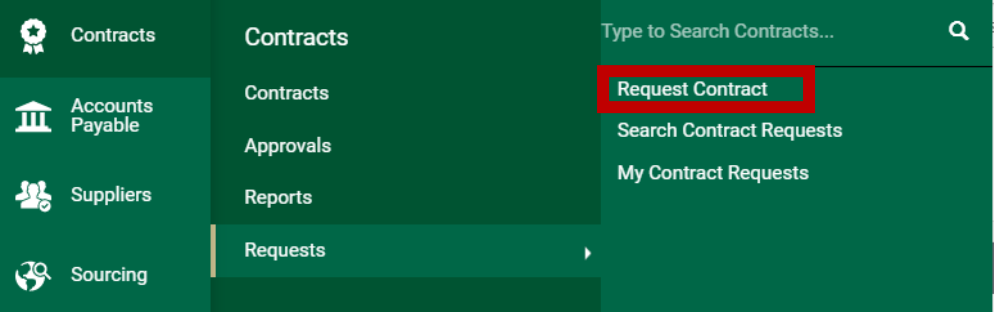




Purpose:	This section outlines the steps necessary to create a Request to Amend an existing contract that is in effect for review and approval.
Navigation:	Navigate in Bull Marketplace > Contracts >Requests > Request Contract
Notes:	Only Requestors and Approvers can submit a Contract Request. If an Approver submits, another Accountable Officer needs to be identified as the Contract Approver.
When to Use this Form	<p>To use this form for a Contract AMENDMENT the following must be true:</p> <ol style="list-style-type: none">1. Contract you are amending must have a status of either Executed:Future or Executed:In Effect2. Amendment document references the original Contract and indicates a change.3. Expired contracts may ONLY be amended if:<ul style="list-style-type: none">o Contract's end date was dependent on project completion or production of deliverables and actual calendar end date was unclear or undefined.o Contract expired less than 30 days ago.o The decision on if an Expired contract will be allowed to be amended will be made by PPS. <p>Amendments may be processed for changes to scope, terms, price, length and may be used to introduce renewal terms.</p> <p>This form should NOT be used for:</p> <ol style="list-style-type: none">1. Renewing Contracts that already have renewal terms. A renewal defined in the original Contract should be requested with a Contract Renewal Form.2. Processing an extension of a service where the quote does not reference the original Contract. These situations are processed through a new contract request.

Steps	Instructions
1	<p>In the flyout menu > Go to Contracts > Requests > Request Contract</p> 
2	<div data-bbox="311 562 1166 1176"> <h3>Create Contract Request</h3> <p>Contract Request Type [★]</p> <p><input type="radio"/> Create Contract <input checked="" type="radio"/> Amend Contract <input type="radio"/> Renew Contract</p> <p>Contract Request Name [★] <input type="text" value="Amendment 1"/></p> <p>Select a Contract Request Template [★] <input type="text" value="Amendment Request Form"/></p> <p>Select Contract [★] <input type="text" value="Type to filter..."/></p> <p>[★] Required <input type="button" value="Submit"/> <input type="button" value="Close"/></p> </div> <div data-bbox="1166 571 1497 1104" style="border: 1px solid black; padding: 5px;"> <p>Select Amend Contract</p> <p>Give the request a name</p> <p>The template will default as there is only a single template.</p> <p>Search for the contract you want to amend by using the unique 6 digits after the contract year YYYY-<u>000000</u></p> </div> <p>NOTE: DOUBLE CHECK THE CONTRACT NUMBER THAT YOU WISH TO AMEND IS CORRECT PRIOR TO SELECTING. INCORRECT REFERENCES WILL BE REJECTED AND YOU WILL NEED TO RESTART THE REQUEST.</p> <p>NOTE: IN MOST CASES EXPIRED CONTRACTS WILL NOT BE ALLOWED TO AMEND. IT IS THE RESPONSIBILITY OF THE DEPARTMENT TO MANAGE CONTRACTS AND SUBMIT AMENDMENTS IN A TIMELY MANNOR. HOWEVER, THESE SITUATIONS WILL BE REVIEWED ON A CASE BY CASE BY PROCUREMENT.</p>

3 THE AMENDMENT REQUEST will be created. Allow the wizard walk you through the process. Click “Next” Below.

Amendment 1

Form Number: 920695
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Header Information ✓

Departmental Information ✓

Background Information ✓

Supplier Contact Informat... ✓

Funding Information ✓

Sourcing Information ✓

Review and Complete

Discussion

Contract Request Workflow

Instructions

To use this form for a Contract AMENDMENT the following must be true:

1. Contract you are amending must have a status of either Executed:Future or Executed:In Effect
2. Amendment document references the original Agreement and indicates a change.
3. Expired contracts may ONLY be amended if:
 - o Agreement's end date was dependent on project completion or production of deliverables and actual calendar end date was unclear or undefined.
 - o Agreement expired less than 30 days ago.

Amendments may be processed fo changes to scope, terms, price, length and may be used to introduce renewal terms.

This form should NOT be used for:

1. Renewing Agreements that already have renewal terms. A renewal defined in the original Agreement should be requested with a Contract Renewal Form.
2. Processing a new year of a service where the quote does not reference the original agreement. These situations are processed through a new contract request.

Next >

4 DETAILS

Amendment 1

Form Number: 920695
Request Status: Incomplete

Details

Attachments 0

Questions ✓

Header Information ✓

Departmental Information ✓

Background Information ✓

Supplier Contact Informat... ✓

Funding Information ✓

Sourcing Information ✓

Review and Complete

Discussion

Contract Request Workflow

Details

Contract Request Name * Amendment 1

Template Amendment Request Form

Contract Type -

Description 02-18-2024

Contract Request Type Amend Contract

Contract 2020-000067-SPA-PRO

Include latest version of attachments? * Yes No

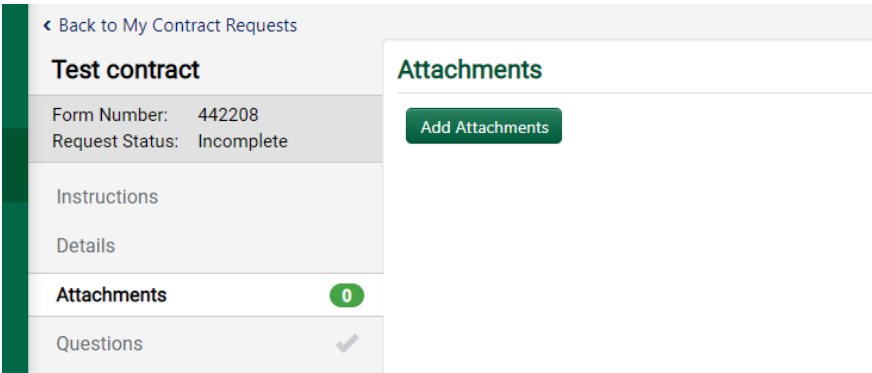
Previous

You can modify the request name if necessary.

Right -click on the Contract Number Hyperlink to open the record in a new window. Double check that the contract number is correct. If the number is not correct, you will need to delete the request and restart.

It is **IMPORTANT** at this step to select **YES** to include the latest version of attachments. This will continue to keep all prior amendments and the original contract records together.

5 **ATTACHMENTS:** Attach all relevant documents for your request for Procurement to review. Examples include: Quote or written description of change, Competitive Quotes, Exemption Justifications (if applicable), and other additional information. When finished, Click **“Next”**.



6 **QUESTIONS:** Summarizes the completeness of sections of your request. When all sections are complete you may submit your request. Click **“Next”**.

Questions

Overview	Progress
Header Information	<input type="checkbox"/> Incomplete
Departmental Information	<input type="checkbox"/> Incomplete
Background Information	<input type="checkbox"/> Incomplete
Supplier Contact Information	<input type="checkbox"/> Incomplete
Funding Information	<input type="checkbox"/> Incomplete
Sourcing Information	<input type="checkbox"/> Incomplete

7 **HEADER INFORMATION:** The first thing you should notice is that the information from the contract you selected to Amend has been pulled into the request for you. Complete the required fields according to the guidance below. When complete Click **“Save Progress”** and **“Next”**

Questions - Header Information

Print Request | History | ?

On This Page

- Header Information (5)
- Contract Summary (1)

Header Information

Please review the information below and update the Start and End date. The Start Date will be the Start Date of the Amendment and has no impact on the start date of the original agreement. The End Date should only be modified if the Amendment indicates that the End date of the original agreement change. End Date should align to the original agreement.

Contract Number you are requesting to Amend *

2020-000067-SPA-PRO

Original Contract Number: This form will pull in the number of the contract you are amending. This field cannot be edited.

Supplier *

BEST BUY STORES LP

Supplier: The Supplier will pre-populate for you. Only change in the event the supplier has changed due to acquisition, merger, re-branding etc.

Additional Second Parties

Type to filter...

Additional Second Parties: The second party will pre-populate for you. Change this section only if there is a modification to be made to add, remove or change the Second Party.

Start Date *

04/23/2021

mm/dd/yyyy

Update Start Date Upon Execution

Start and End Dates: This information should be found in the amendment document. If no specific start date is provided it is presumed the amendment will be in effect upon execution so, check off the box "Update Start Date Upon Execution". Only update the dates as needed

End Date *

Expires On No Expiration Term

04/23/2022

mm/dd/yyyy

Renewals: This form SHOULD NOT be used to execute renewals. Amendments however, can be processed to add or modify the existing renewal terms of a contract. Only make changes here if the Amendment document specifically indicates changes to existing renewal terms. AUTO RENEW SHOULD ALWAYS BE SET TO "NO"

Auto-Renew

Yes No

Renewal Term

1 Years

Renewals Remaining

1

Amendment value *

Amendment Value: Provide a Positive or Negative value depending on the change associated with the amendment. If there is no change to the cost of the original Contract enter \$0.00

Contract Summary

Specify the exact change being requested and provide a reason for the change. Examples include changes to dates, cost, scope of work, or terms.

Summary *

Test Contract Call Center

Add/Edit Summary

Click here to add a Summary

Contract Summary: Should clearly outline all the changes being requested and the reason for the change.

8 All Other question fields of this form will be identical to, or simpler than a NEW contract request and should be reviewed for accuracy and updated as required. For details on each section see the Manual for [“How do I Request a Contract in BMP?”](#)

9 **REVIEW AND COMPLETE:** Once all the sections have been completed, review each section for accuracy and Click **“Complete Request”**.

Section	Progress
Instructions	✓ No Required fields
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete
Header Information	✓ Required fields complete
Departmental Information	✓ Required fields complete
Background Information	✓ Required fields complete
Supplier Contact Information	✓ Required fields complete
Funding Information	✓ Required fields complete
Sourcing Information	✓ Required fields complete

★ Required

◀ Previous **Complete Request**

Click here to submit

10

Confirm

Are you sure are ready to complete your new contract request?

Yes No

11 **NEXT STEPS:**

- 1) Contract (Amendment) Request will be routed to Procurement for Review
- 2) Once your Contract (Amendment) Request has been approved, your Contract Request will change first to a status of **Approved** and then to **Complete**.

Procurement will use the information on the request to start the amendment process on the existing Contract Record. You should receive notification of status changes to the Contract Record as it proceeds through workflow via email.

For more information visit our [Contract Administration](#) web page.