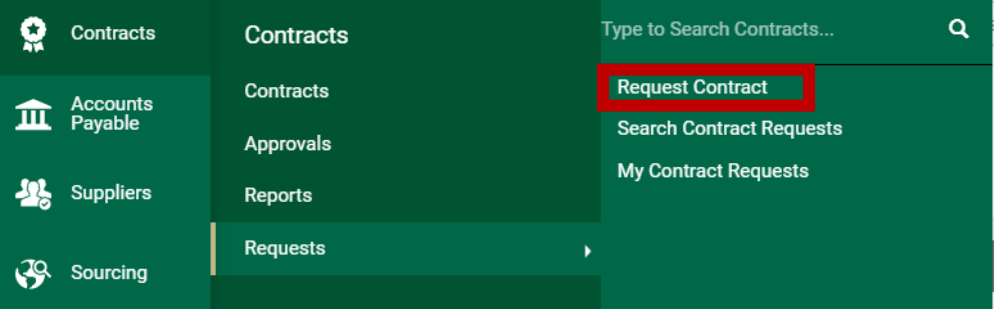
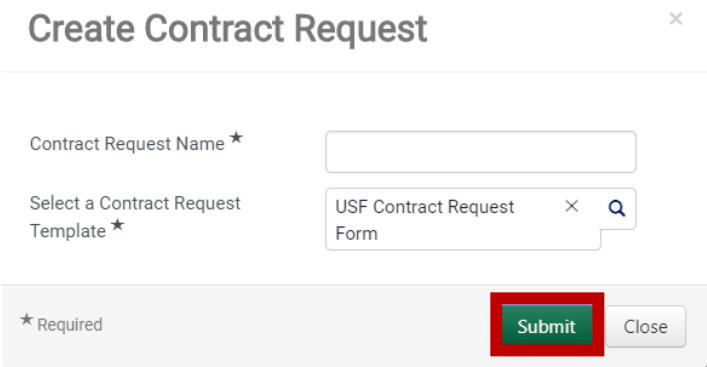




Purpose:	This section outlines the steps necessary to create a Request to Amend and existing contract that is in effect for review and approval.
Navigation:	Navigate in Bull Marketplace > Contracts >Requests > Request Contract
Notes:	Only Requestors and Approvers can submit a Contract Request. If an Approver submits, another Accountable Officer needs to be identified as the Contract Approver.
Steps	<h2>Instructions</h2>
1	<p>In the flyout menu > Go to Contracts > Requests > Request Contract</p> 
2	<p>Name your Contract Request > then click Submit. There is only a single template for the Contract Request.</p>  <p>NOTE: The Contract Request Name is for internal department reference only and will NOT carry forward to the Contract Record. There is no preferred naming convention. Procurement will use only the Contract Request Form Number or Contract Record number to reference agreements in BMP.</p>

3 The Contract Request will be created. Allow the wizard walk you through the process. Click "Next" Below.

Shop
Orders
Contracts
Accounts Payable
Suppliers
Sourcing
Reporting

← Back to My Contract Requests

Test contract

Form Number: 442208
Request Status: Incomplete

Instructions [Print Request](#) [History](#) ?

Please add your main contract document and all other relevant documents in the Attachments section. When responding to questions, if a response required a document upload, please make sure they are in the Attachments section. Contract Requests missing required documents will be returned to the submitter.

Attachments 0

Questions ✓

Header Information ✓

Departmental Information ✓

Background Information ✓

Supplier Contact Informat... ✓

Funding Information ✓

Sourcing Information ✓

Review and Complete

Discussion

Contract Request Workflow

Next >

4 DETAILS: Review and update (if necessary) the name of your Contract Request. When finished, Click "Next".

← Back to My Contract Requests

Test contract

Form Number: 442208
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Contract Request Name * Test contract

Template USF Contract Request Form

Contract Type -

Description -

Next >

5 ATTACHMENTS: Attach all relevant documents for your request for Procurement to review. Examples include: Supplier contract or quote, Independent Contractor Worksheet, Competitive Quotes, Exemption Justifications (if applicable), and other additional information. When finished, Click "Next".

← Back to My Contract Requests

Test contract

Form Number: 442208
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Add Attachments

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

7 **HEADER INFORMATION:** The first question you will be asked is if this is a request for a New Contract or if this is an Amendment to a contract which is executed and not expired in BMP. Your selection will prompt the form to collect different responses. ***In this case we will select AMENDMENT. See job aid on [HOW TO REQUEST A CONTRACT for new agreements.](#)***

NEW CONTRACT: Any agreement with a new term and scope of work, weather a new or existing supplier. This will also include contracts that are NEW to BMP such as contracts from CMS which are being amended or renewed for the first time in BMP.

AMENDMENT: Use an Amendment to make changes to an existing contract that is executed and has not expired.

▼ **Header Information**

Is this a new contract or an amendment? *

New Contract (including amendments or renewals of CMS contracts)

Amendment to existing contract (which is executed and in effect)

Complete the required fields according to the guidance below. When complete Click **“Save Progress”** and **“Next”**

7	<div data-bbox="224 113 451 142"> <p>▼ Header Information</p> </div> <div data-bbox="224 163 730 262"> <p>Is this a new contract or an amendment? *</p> <p><input type="radio"/> New Contract (including amendments or renewals of CM)</p> <p><input checked="" type="radio"/> Amendment to existing contract (which is executed and</p> </div> <div data-bbox="738 163 1421 283"> <p>Original Contract Number: Provide the original BMP contract record number in the following format YYYY-000000-AAA-BBB</p> </div> <div data-bbox="224 304 625 409"> <p>Please specify the original contract number *</p> <input type="text"/> </div> <div data-bbox="738 304 1421 430"> <p>Supplier: Select the supplier from our Supplier database. This should be the same supplier as the original contract.</p> </div> <div data-bbox="224 441 560 535"> <p>Supplier *</p> <input type="text" value="Type to filter..."/> </div> <div data-bbox="738 451 1421 619"> <p>Additional Second Parties: optional field. University of South Florida is the First Party. The Supplier is the Second Party. Complete this section ONLY if there is another Second Party associated with the contract.</p> </div> <div data-bbox="224 577 560 661"> <p>Additional Second Parties</p> <input type="text" value="Type to filter..."/> </div> <div data-bbox="224 703 576 861"> <p>Start Date *</p> <input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> Update Start Date Upon Execution </div> <div data-bbox="738 640 1421 882"> <p>Start and End Dates: This information should be found in the amendment document. If no specific start date is provided it is presumed the contract will start upon execution so, check off the box "Update Start Date Upon Execution". If the dates are remaining unchanged provides the dates for the original contract.</p> </div> <div data-bbox="224 892 535 976"> <p>End Date *</p> <p><input type="radio"/> Expires On <input type="radio"/> No Expiration</p> </div> <div data-bbox="738 913 1421 1071"> <p>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 agreement enter \$0.00</p> </div> <div data-bbox="224 1008 625 1113"> <p>Amendment value *</p> <input type="text"/> </div> <div data-bbox="224 1144 446 1186"> <p>▼ Contract Summary</p> </div> <div data-bbox="224 1186 1534 1228"> <p>For new Contracts: Provide a comprehensive description of the nature of the contract (scope of work), the purpose of the agreement, and how the contract will be the mission of USF.</p> </div> <div data-bbox="224 1249 1534 1281"> <p>For Amendments: Specify the exact change being requested and provide a reason for the change. Examples include changes to dates, cost, scope of work, or terms</p> </div> <div data-bbox="224 1281 755 1417"> <p>Summary *</p> <p>No Text Entered</p> <input type="button" value="Add/Edit Summary"/> </div> <div data-bbox="617 1312 755 1417"> <p>Click here to add a Summary</p> </div> <div data-bbox="828 1281 1534 1417"> <p>Contract Summary: Should clearly outline all the changes being requested and the reason for the change.</p> </div> <div data-bbox="224 1428 332 1459"> <p>★ Required</p> </div> <div data-bbox="1177 1438 1307 1480"> <input type="button" value="◀ Previous"/> </div> <div data-bbox="1372 1438 1534 1480"> <input type="button" value="Save Progress"/> </div>
8	<p>Other question fields of this form are identical to a NEW contract request. For details on each section see the Manual for "How do I Request a Contract in BMP?"</p>

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

Contract job-aid VO

Form Number: 444388
Request Status: Incomplete

Instructions

Details

Attachments 1

Questions ✓

Header Information ✓

Departmental Information ✓

Background Information ✓

Supplier Contact Informat... ✓

Funding Information ✓

Sourcing Information ✓

Review and Complete

Discussion

Contract Request Workflow

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 Contract Manager for Review
- 2) Once your Contract (Amendment) Request has been approved, your Contract Request will change first to a status of **Approved**. Unlike a NEW Contract request the status will not show **“Complete”** as we HAVE NOT created a new contract record.

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.