Contract Amendment and Change Order Approval

Template



Version 2.0, September 2021

Using This Template

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and agency information.
3. Replace [bracketed text] in the tool header area at the top of page 1 with the same project and agency information as on the cover page.

Note: Please do not remove or modify content in the footer area.

1. Complete the entire template. Relevant text from other project deliverables may be pasted into content areas.

Texas Project Delivery Framework

Contract Amendment and Change Order Approval

[Agency/Organization Name]

[Project Name]

|  |  |
| --- | --- |
| Version: [VERSION NUMBER] | Revision Date: [mm/dd/yy] |

Approval of the Contract Amendment and Change Order Approval indicates an understanding of the purpose and content described in this deliverable. Approval of the Contract Amendment and Change Order Approval constitutes approval of the Contract Amendment and Change Order Approval results and hereby certifies the overall accuracy, viability, and defensibility of the content and estimates. According to Texas Government Code Chapter 2054.307, agency head approval is required if the amendment or change order changes the monetary value of the contract by more than 10 percent or significantly changes the completion date of the contract.

|  |  |  |
| --- | --- | --- |
| Agency Head or Designee | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date mm/dd/yy |

Agencies may add additional signatories depending   
on internal project management governance.

|  |  |  |
| --- | --- | --- |
|  | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date mm/dd/yy |

|  |  |  |
| --- | --- | --- |
|  | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date mm/dd/yy |

|  |  |  |
| --- | --- | --- |
|  | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date mm/dd/yy |

|  |  |  |
| --- | --- | --- |
|  | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date mm/dd/yy |

Section 1. General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name | | | Date mm/dd/yy |
|  | | |  |
| Agency | | | |
|  | | | |
| Contact | Phone | Email | |
|  |  |  | |
| Project Manager | Phone | Email | |
|  |  |  | |

Section 2. Affected Areas

|  |  |  |  |
| --- | --- | --- | --- |
| Check all that apply. | | | |
| Project Start Date | Project End Date | Contract Amount | Project Costs |
| Project Scope | Technology | Major   Deliverables/  Outcomes | Roles/  Responsibilities |
| An approved Change Control Request (CCR) MUST accompany this form. The CCR must include a description of the change(s). If there are changes in the contract amount or contract completion date, at a minimum, REVISE:  Project Plan  Project Schedule | | | |

Section 3. Change Summary History

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Currently Recorded Dates/Costs | | | | Revisions to Dates/Costs | | | |
| CCR # | Start Date mm/dd/yy | End Date mm/dd/yy | Contract  Amount | Project  Cost | Start Date mm/dd/yy | End Date mm/dd/yy | Contract  Amount | Project  Cost |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Section 4. Justification Summary

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Section 5. Cost-Benefit Analysis (if applicable)

Complete this section if either or both of the following references apply. Mark all that apply.

**A.** In accordance with Texas Government Code Chapter 2054.1181(j)1, for contracts with a value of at least $10M where the contract is at least 10 percent over original budget or the associated major information resources project is at least 10 percent behind schedule, a cost-benefit analysis will need to be completed and submitted to the Quality Assurance Team prior to amending the contract.

**B.** *In accordance with the General Appropriations Act, House Bill 1, Article IX 87th R.S., Section. 17.09.(c)2 Agencies shall make a good faith effort to identify and execute savings and efficiencies in their use of contracted goods and services. An agency or institution of higher education may not use funds appropriated elsewhere in this Act to pay for a contract for goods or services unless it:*

*2) Conducts a cost-benefit analysis to compare canceling or continuing any major information resource project and related contracts subject to QAT monitoring that is more than 50 percent over budget or over schedule. QAT must approve the cost-benefit analysis for the project to continue. If this requirement is not met, corrective actions in Article IX, Section 9.02, of this Act apply.*

1. Complete the Cost-Benefit Analysis workbook comparing the cost of canceling the project to the cost of continuing the current project and submit with this form.
2. Provide a description of the results in the three tables below.

Option 1 – Continue with Current Project by amending contract. Describe the root cause of the need for an amendment and how the agency will address it moving forward, e.g. vendor did not provide the “A-team” staffing that the agency requires, amendment includes requirements and payments associated with vendor providing highly capable staff. Describe the justification with regard to costs and benefits of continuing and the return on investment.

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Option 2 – Canceling the project. Describe the costs and benefits of canceling the project with respect to: stopping the project altogether; continuing on project with in-house development and no vendor; and starting another project with a new vendor.

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Agency Decision – Provide the agency decision with regard to canceling or continuing with project.

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