

Amendment Request Form

Procurement Services Department
16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6465



This form constitutes a formal request for the Procurement Services department to process a written Amendment to an existing contract between Spring ISD and a vendor, independent contractor/consultant, or other service provider (collectively, the “Contractor” or “Provider”).

INSTRUCTIONS:

- This form to be completed in its entirety and signed. Failure to do so will cause this form to be rejected;
- In order for a contract to be eligible for an amendment, the contract term must still be in effect (an expired contract cannot be amended);
- A request for changes to the original scope of services may require a new contract;
- Amendment requests will be reviewed and considered on a case-by-case basis by the Procurement Services and/or Legal Services departments to ensure that an Amendment is the most appropriate method for the request being made. In some instances, additional procurement requirements (e.g. Vendor quotes, Board of Trustees approval, etc.) may be required prior to accepting an amendment request. In other times, a new Services Contract may be required, rather than amending the existing contract.

I. REQUESTOR INFORMATION

- a. Requestor Full Name (print): _____ Title: _____
- b. School/Department Name: _____ Phone Extension #: _____

II. EXISTING CONTRACT INFORMATION

- c. Provider Business Name: _____
- d. Contract term expiration date (*as listed on contract*): _____
- e. Purchase Order Number: _____ Original Contract Not-to-Exceed Amount: \$ _____

III. AMENDMENT INFORMATION

- f. **Impact to contract (check all that apply):** Increase in contract amount; New not-to-exceed contract amount: \$ _____
 Decrease in contract amount; New not-to-exceed contract amount: \$ _____ Change in service date(s)
 Additional service date(s) needed Reduction in services Amendment to legal terms of contract
 Extend contract term. New expiration date: _____ Terminate Contract Other reason

- g. **Reason for Amendment.** Describe in detail any and all changes to the existing contract being requested. The detail provided will assist Procurement Services in determining the statements to include in the written Amendment. If additional space is needed, please provide the additional information on a separate document and attach it to this form.

ROUTING INSTRUCTIONS: Submit the completed form to Procurement Services for processing of a written Amendment document. The resulting Amendment will then be returned to the requestor to obtain signatures from the Provider. Upon receipt of the signed Amendment from the Provider, the requestor must then route (i) the Amendment, (ii) a copy of the original contract, (iii) and any other supporting documents (*e.g. Updated pricing proposal from vendor, etc., as applicable*), through the District’s contract routing process to obtain signatures by the CFO, Legal Officer, and Superintendent. In addition, an amendment effecting an increase/decrease in the contract value also requires completion of a *PO Change/Cancel Form*, which may be obtained from the Procurement Services department.

Approved By (*Principal, Director or above*) – Print Name: _____

Signature: _____

Date: _____