**Note: This Word document is designed to allow the requestor to complete each section with as much information as appropriate to fully respond. Please click on the grey fields to insert your information. Use your tab key to advance to the next field. Please complete all fields below. Requests missing information will be rejected and returned to requestor for completion.**

|  |  |
| --- | --- |
| **Agency:** |  |
| **Contact Person and Title:** |  |
| **E-mail address:** |  |
| **Phone number:** |  |
| **Date:** |  |
| **Solicitation No.** |  |
| **Purchase Order No.** |  |
| **Change Order No.** |  |

**Purchase order change request is based on which of the following:**

Increase or decrease in actual quantities needed from original bid specification estimates.

Customer requested alterations **within** original scope of work.

Customer requested alterations **outside** original scope of work.

Unforeseen circumstances not detailed in original scope of work.

Vendor recommended changes.

**Justification:**

|  |  |
| --- | --- |
| 1) Please explain the reasoning for the request. | |
|  |  |
| 2) Could this work be performed by another contractor? Yes or No. If no: Why should this work be awarded to the current contractor? | |
|  |  |
| 3) Explain the market research performed to make the change order request. If requested rates differ from original bid rates or item is outside original scope of work please list the vendors contacted to determine the competitive rate. Please attach all supporting documents. (quotes, letters from vendors, etc…) | |
|  |  |

**Requested Change to Purchase Order Price:**

|  |  |
| --- | --- |
| Original purchase order price: |  |
| Current purchase order price as adjusted by previous change orders: |  |
| Purchase order price due to this change order will be  by: |  |
| New purchase order price due to this change order will be: |  |

**Requested Change to Purchase Order Date Required:**

|  |  |
| --- | --- |
| The purchase order date required will be  by: |  |
| The date for completion of all work under the purchase order will be: |  |

**Itemized Changes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit** | **Description** | **Unit Price** | **Amount** |
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| **Grand Total** | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Changes Approved:** | |  |  | |
| **Agency** | |  | **Division of Purchasing** | |
|  |  |  |  | |
| **Signature** | **Date** |  | **Director**  **Division of Purchasing and General Services** | **Date** |
|  | |  |  | |
| **Type/Print Name of Signer** | |  |  | |

NOTE: When submitted by email, type requestors’ name on the signature line. The email will constitute the electronic signature.