



# Utah Division of Purchasing and General Services

## POLICIES AND PROCEDURES

Policy # 003

**Subject:** Contract Amendments & Contract Updates

**Effective:** July 1, 2009

**Revised:** April 12, 2017

**References:** UCA 63G-6a & Rule R33

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### **Purpose:**

To explain when to use a contract amendment versus when to use a contract update, including the process to be undertaken.

### **Policy:**

A contract amendment should be used when the action on the contract is discretionary, i.e. one of the parties to the contract can argue the action, e.g. substantial changes to the Scope/Statement of Work (SOW), material changes to the Terms and Conditions (T&C), changes to the parties to the contract. Other substantive changes include the addition of line items, increased/decreased costs, and additional time and funding.

A contract update should be used when the action on the contract is objective and provides factual updates. Examples of when an Update should be used in lieu of an Amendment include technical clarifications that do not change the SOW or T&C, for example changes of address, phone number, contact person, etc.