



Department of Administration
State Division of Purchasing

Amendment Process for Agency Contracts

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Title:	Amendment Process for Agency Contracts		

Description: This document describes the process for amending Agency contracts administered by DOP. The Agency initiates this process with DOP’s Contract Administration Team, and the assigned DOP Contract Administrator (CA) will lead and coordinate action from the Agency and Contractor as detailed below. *This process, including the timeline, is the standard that will be used for most amendments. Deviations may occur from time to time depending on complexity, prioritization of other projects, or unforeseen complications that arise during the process.*

#	Steps	Key Points	Timeline
1	Agency determines need for change	<ul style="list-style-type: none"> Agency reviews contract and follows any applicable agency policies and procedures Agency consults with DOP Contract Administration if they are unsure if change is allowable (email: ContractAdmin@adm.idaho.gov) 	Agency Determined
2	Agency submits request to amend contract	<ul style="list-style-type: none"> Request includes: <ul style="list-style-type: none"> - Form DA-1 – Purchase Requisition - Change Request Worksheet Request is emailed to: ContractAdmin@adm.idaho.gov 	Agency Determined
3	Amendment request is assigned to a CA	<ul style="list-style-type: none"> Upon receipt, CA acknowledges the Agency’s request, that it’s pending assignment, and follow up within 2 days. CA notifies CA Supervisor of pending request for assignment CA is assigned, logs task in Asana, follows up with Agency, and determines priority and timeline 	2 business days
4	CA reviews amendment request	<ul style="list-style-type: none"> CA reviews the request and the contract to ensure changes are allowed and may ask questions or get additional information as needed 	1 week
5	CA drafts amendment document	<ul style="list-style-type: none"> CA seeks additional information from the Agency to complete the amendment as needed Depending on change, CA may need to perform exclusion/debarment check (SAM.gov) and add any additional legislative requirements to the contract CA verifies/updates Agency and Contractor points of contact on the amendment document 	3 business days
6	CA sends amendment for internal review <i>(step is as needed)</i>	<ul style="list-style-type: none"> Draft amendment may need to be reviewed by CA Supervisor and/or Legal as needed 	2 business days
7	CA sends draft amendment to Agency for review <i>(step is as needed)</i>	<ul style="list-style-type: none"> Draft amendment may need to be reviewed by the Agency before sending to the Contractor. Agency may want to sign as a ‘Reviewer’ – insert signature lines and collect signature. 	2 business days
8	CA sends draft amendment to Contractor	<ul style="list-style-type: none"> Contractor reviews, signs, and sends back to CA If Contractor proposes changes, follow up with Agency may be needed 	1 week
9	CA executes amendment	<ul style="list-style-type: none"> CA signs amendment, sends copy to Agency and Contractor, and updates records (Luma, Asana, V Drive, Printed Folder pre-2023) 	2 business days