

**Annex 11.1: Preparation of a Contract Amendment Request
(2003-05-30)**

Contract Amendment Requests can be presented for Deputy Minister/Minister's approval in either French or English; however, Treasury Board (TB) submissions must be in bilingual side-by-side format.

Part 1 - Submission Data

Contract Amendment Request - form PWGSC-TPSGC 1151-1

The key elements that the contracting officer needs to know from a Contract Amendment Request are:

- (a) the purpose of the amendment; and
- (b) the amendment cost.

The preparation of Part 1 should focus on these general key elements. The following sections provide additional considerations that should be brought to the contracting officer's attention when applicable.

Subject

1. Authority to Amend Contract

Form PWGSC-TPSGC 1151-1 can be used to obtain approval to utilize a standing offer that has been revised by the supplier.

Proposal

- 2. State the purpose of the proposed amendment and briefly describe the goods or services as provided in the original Contract Request (e.g. to amend the contract with ABC for the supply of 20 additional widgets). Include, in the case of goods or services being added, the prices, sales tax position, delivery points, etc.
- 3. Identify any differences between funds previously authorized and contract commitments.
- 4. If a large number of items are involved, state: "Unit (and/or Lot) prices totalling \$ _____, sales tax _____, FOB _____, as detailed in the attached appendix or in an appendix attached to the proposed amendment."
- 5. If the proposed amendment involves any deviations from Cabinet or TB contracting policies not included in the original approval, describe the deviations fully.

Additional Costs (or Reduction in Cost)

- 6. Show total cost of the proposed amendment in Canadian dollars or foreign currency, as applicable. If using foreign currency, give the equivalent in Canadian currency.
- 7. Show the proposed amended estimated cost of the contract. If the previously authorized total contains an amount for specific future work or foreseen yet unscheduled work (such as design changes or work arisings), always include this amount in the total estimated cost. If not, authority for the amount set aside is lost.
- 8. Also, provide the name of the client involved, cash flow, etc., as explained in [Annex 7.7](#), Preparation of a Contract Request, under the Cost section.
- 9. Provide a brief description of previous amendments and their cost.

Remarks

10. Give any other important information required for a proper assessment of the proposed amendment. For example, if the proposed amendment is for a substantial increase, state why this additional requirement did not form part of the original requirement. Refer to the Remarks section in [Annex 7.7](#) for a guide to the information which should be provided, if applicable.
11. When a Contract Amendment Request requires a higher approval level than originally authorized in the contract, detail the basis for the selection of the contractor and the Basis of Payment. It is not necessary to repeat in Part 1 the present Basis of Payment if it was previously approved at a higher level or by the contracting authority being approached now for approval of this amendment.
12. If any alteration in the Basis of Payment is proposed, provide justification and support.
13. If a difference exists between funds authorized and contractual commitments, explain why.
14. If items are being added or when establishing a firm Basis of Payment for a contract previously issued on a price-to-be-negotiated basis, provide price support.

Authority

15. Show the original authority for entry into the contract and the authority for each approved amendment. When TB authority has been obtained, give the TB number and date and when the Minister's approval has been obtained, state "ministerial authority." In all other cases, state "departmental authority." Do not show amounts in Part 1.

Part 2 - Supporting Data**Contract Amendment Request - form PWGSC-TPSGC 1151-4**

This part is to be completed to provide all of the supporting information requested on the form. It consists of two pages and both pages must be completed. In particular, note the following:

Section A - Physical Progress to Date

16. In this section summarize the progress of the contract, such as quantities already delivered and the percentage completed; work in process or completed; advance or progress payments made or any other preliminary expenses; other matters of a similar nature.

Section B - Authorities for and Status of Contract plus Amount of Proposed Amendment

17. Give specific authorities and authorized amounts under the "Authority and Amount" column for the contract and each amendment (i.e., TB, Minister, Deputy Minister, Director General, Director, etc.). Any differences between authorities (approvals) and commitments should be reconciled in Section B. Also, if the amount of the proposed amendment exceeds the funds available, it should be noted in this section. (Refer to [Annex 7.7](#), Section A, Details of Contract Demand or Requisition.)

Section C - Basis and Method of Payment as Last Amended

18. Describe briefly the Basis and Method of Payment as Last Amended (including sales tax position, delivery terms [e.g. FOB], advance and progress payments) unless it is proposed to amend the Basis or Method of Payment. In this case give a detailed description of the present Basis and Method of Payment for any portion of the work for which a new Basis or Method of

Payment is being recommended.

Section D - Basis of Recommendation

- D1. Support price and changes in terms or method of payment.
- 19. Detail all price support for any items being added or when establishing a firm Basis of Payment for a contract previously issued on a price-to-be-negotiated basis.
- D2. Explain any discrepancies between (A) the amount approved for the contract and amendments (if any) and (B) the total committed.

Note: If numerous items and unit prices have not been detailed in Part 1 of form PWGSC-TPSGC 1151-1, or in an appendix to Part 1, make reference in Section D to the specific document of the file which details the information.