



## The April 2017 Local Procurement Blast

### What is an amendment, and why might you need one?

Amendments give departments some flexibility in managing their on-going relationships with existing suppliers.

An amendment to an existing agreement can be leveraged in multiple ways. The most common ways are:

- Add to the timeframe of the agreement
- Add funds
- Amend scope of work
- Supplier update to proposal or rate change
- Update terms and conditions

Upon completion of the amendment, the department should submit a Purchase Order Change Request through Service Now to have the PO and agreement reflect the same information.

Per UC Policy, depending on the dollar value of the amendment, an additional approval via a completed Approval for Contractors or Consultants (AC&C) form and a Presidential Decision Memo may be required. General guidelines for a Decision Memo related to an amendment would be a 20% increase over the original amount of the engagement.

[Pre-Approval Process for Hiring Outside Consultants & Independent Contractors](#)  
[Decision Memo Template](#)  
[Pre-Approval Request Form](#)

As a reminder, Local Procurement cannot amend a Systemwide agreement; Systemwide agreements are managed through [Procurement Services](#).

Questions? Please let us know at [UCOPCONTRACTOR@ucop.edu](mailto:UCOPCONTRACTOR@ucop.edu)

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