This chapter provides best practices and guidelines to help Project Managers better understand contract amendments. ***Procedure No. 375-030-010, Amendments and Task Work Orders for Professional Service Agreements***, contains specific requirements concerning contract amendments.

## Contract Amendments

An amendment to an existing contract is a separate legal document that changes the terms of an existing contract by adding, removing, or changing the obligations under that existing agreement. When both the Project Manager and the Consultant agree that additional work is necessary, a contract amendment process should be initiated.

There are two types of contract amendments: supplemental amendments and other amendments.

### SUPPLEMENTAL AMENDMENTS

Supplemental amendments are used to modify the agreement terms that results in a change in the total compensation (increase or decrease). A change in the scope of services requiring additional compensation must be within the original intent and purpose of the contract. Funding for the supplemental agreement must be encumbered prior to its execution. Processing a supplemental amendment will require:

- a request for a proposal
- a proposal review
- negotiations
- an amendment request
- pre-award review
- preparation and execution

The Project Manager must coordinate the supplemental amendment process with district Professional Services Unit (PSU) personnel. The Project Manager is responsible for collecting the necessary documentation to complete the process. The Consultant should provide appropriate documentation when the supplemental amendment is requested by the Consultant. No work associated with a supplemental amendment is allowed until the amendment is executed.

### OTHER AMENDMENTS

Other amendments can be used for changes to the agreement terms that do not affect total cost, such as:

- time extensions
- assignment agreements
- minor changes in the scope of service

## Managing Scope Creep

The Consultant has a contractual obligation to provide the specific work requirements contained in the scope of services. Scope creep occurs when new services, work, or deliverables are added to a project that are outside the scope of service (e.g. late requests from a local government agency). The PM determines which additional scope services are warranted and needed to be added to the contract prior to the work begin.

To avoid scope creep, the Project Manager should focus on contract management (see ***PMG 235 Contract Management***). Only work expressly contained in the executed contract or amendment(s) is to be performed.