

UNIVERSITY OF MINNESOTA

CONTRACTS FOR PROFESSIONAL SERVICES (CFPS)**AMENDMENT****REFERENCE SHEET****Form Purpose:**

Occasionally, department may find it necessary to make a change to an existing Contract for Professional Services (CFPS).

Any changes in a CFPS that require documentation should be done on a "Contract for Professional Services Amendment" form. Departments should be aware that completing a new CFPS rather than amending a standing contract is incorrect, and that this practice was a significant finding in the 1998 Internal Audit.

Some of the common reasons to amend a contract are the need to:

- Adjust the dollar amount of the contract either higher or lower;
- Change the contractor's rates (departments must avoid rate increases whenever possible).
- Extend or shorten the stated contract period;
- Change the CUFS account to which the work will be charged;
- Change the contractor's duties or scope of work

Instructions :

To complete the Amendment form, fill in the following data:

- Current date
- Name of department contact, department name, campus address, phone number and fax number
- Original CFPS number, including area number
- CUFS account information; area, org, suborg, obj, subobj
- Name of Contractor as it appears on the original contract
- Reason for Amendment, including a justification for increasing any contract amount
- Contractor Signature* and date signed
- Dean/Department Head Signature and date signed
- Sponsored Projects Administration signature and date signed if amending a contract charged to sponsored funds
- Purchasing Director's signature and date signed

*Any change that affects the contractor in any manner must be accompanied by the contractor's signature to show agreement to the changes. Sometimes the contractor's signature is not needed. For example, if you are changing your account string, this is of no consequence to the contractor and you do not need to obtain his/her signature. Contact Purchasing if you have questions regarding obtaining the signature of the contractor.

Please observe the bolded instruction at the bottom of the amendment form. Should your contract be *increasing* from less than \$25,000 to \$25,000 or more, you must follow this instruction or your contract will be returned to you with a request for the additional information.

If the contract increases from less than \$250,000 to \$250,000 or more, you will need to obtain Regents approval. Contact Purchasing for instructions on this process.

If the contract is charged to **sponsored funds** and will now exceed \$2,000 in total, send the amendment and all attachments to Sponsored Projects Administration (SPA). SPA will approve and forward to Purchasing.

If the contract is charged to **non-sponsored funds** or is on sponsored funds and totals \$2,000 or less, send the amendment to Purchasing.

Addresses and fax numbers for Sponsored Projects Administration and Purchasing are on the Amendment Form.

When the amendment is reviewed and approved, you will receive a copy signed by the Director of Purchasing. The department should then forward a copy of the executed amendment to the contractor. (Here again, if the change is of no relevance to the contractor, you need not forward a copy of the change.)

All approvals are required before requested change may be put into effect.