

PURCHASE DOCUMENT AMENDMENTS AND THE NCB CONTRACT JUSTIFICATION **2643**
(May 2005)

AMENDMENT REQUIREMENTS BASED ON CUMULATIVE DOLLAR VALUE **2643.1**
(May 2005)

The requirements for amending existing purchase documents are based on the cumulative dollar value of the purchase after including the amendment.

Example:

A \$200,000.00 contract plus a \$60,000.00 amendment shall be considered a \$260,000.00 contract. The processing of an amendment through the NCB approval cycle is based upon the amended total value of the contract.

WHEN AN AMENDMENT DOES NOT REQUIRE AN NCB **2643.2**
(May 2005)

Amendments to existing purchase documents are not subject to the NCB contract requirements if the following occurred:

- Competitively bid contracts:
 - Which included option(s) for changes (e.g., quantity or time) may be amended consistent with the terms of the original contract providing for such amendment(s) if such options were evaluated during the solicitation process.
- CMAS and Master Agreements:
 - Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the Request for Offer (RFO) process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments.
- CMAS and Master Agreements for non-IT services:
 - Original orders, which do not include options for changes (e.g., quantity or time), may be amended. This only applies to the first amendment, the time shall not exceed one year, or add not more than 30% of the original order value, not to exceed \$250,000.00. The original purchase document must have permitted amendments. Outside of these conditions, the NCB process must be followed.

- Competitive contracts and LPA orders amended for incidental omissions such as:
 - Transposition of numbers from the solicitation bid response or Request for Offer (RFO) response to the purchase document, or for inadvertent failures to include such things as contact names or for mistyped addresses. This does not apply to changes in quantity or time.

WHEN NCB PROCESS IS APPLICABLE

2643.3

(May 2005)

If the original transaction, either competitive or LPA, did not evaluate option(s) for changes, then the amendment must comply with the NCB process. This includes amendments for increases and decreases to quantity and time.

ORIGINAL TRANSACTION VALUED LESS \$5,000.00

2643.4

(May 2005)

The NCB process must be followed if an amendment will cause the original transaction amount to exceed \$5,000.00 and above and the original transaction was awarded using fair and reasonable methodology. This also applies to LPA's unless otherwise instructed by individual user instructions.

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[\(see Forms or Forms Samples\)](#)