



JOSEPH L.M. SANCHEZ
Superintendent of Education, Acting

DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

www.gdoe.net
500 Mariner Avenue
A Building, Suite A-13
Barrigada, Guam 96913
Telephone: (671) 300-1581 • Fax: (671) 472-5001
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STANDARD OPERATING PROCEDURES

SOP#: 200-038

I. SUBJECT Procedures for Purchase Order Change Order (Purchase Order Modification) & Contract Modifications

II. INQUIRIES Office of Supply Management ("Procurement Office")

III. PURPOSE

These Standard Operating Procedures ("SOP") establish guidelines for requests to modify purchase orders and contracts.

IV. APPLICABILITY

Except as otherwise provided by law, these Procedures shall apply to the management of all Guam Department of Education ("GDOE") purchases, paid with GDOE local funds or out of monies under the control of GDOE; for example, US Department of Education grant funds and other US federal grant funds.

This SOP supersedes all previous SOPs relevant to this topic.

V. REFERENCES

To fully understand what is required for the proper procurement of goods, services and construction, the Standard Operating Procedures (SOP) contained throughout this document must be consulted and carefully followed. A working knowledge of the prerequisites contained below will also be helpful.

- A. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in particular, 2 CFR §§200.318-200.326
- B. USDOE Special Conditions issued annually in June
- C. Guam Code Annotated, Title 5, Division 1, Chapter 5, Guam Procurement Law
- D. Guam Administrative Rules and Regulations, Title 2, Division 4, Procurement Regulations

VI. KEY TERMS

The words defined are commonly used purchasing terms. The following terms are not intended to be legal definitions.

Contract Modification: Contract modifications are common actions for many contracting professionals. These changes may be related to contract cost, delivery schedule, fees, and terms and conditions. Any changes to a contract must be within the scope of the initial contract.

MUNIS System: The financial management information system has been in operation since 2012. Tyler's MUNIS is a resource planning solution which integrates our core financial functions, among them are procurement, fixed assets receiving and fixed assets inventory.

Purchase Order (PO): Sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific vendor. The Purchase Order authorizes a purchase transaction. When accepted by the vendor, it becomes a contract binding on both parties.

Purchase Order Change Order: A change to a Purchase Order allows an individual the ability to make edits to the quantity, vendor, ship to, GL account number, P/O closure, liquidation, item description, delivery dates and allow price adjustments to increase or decrease in unit cost. A Purchase Modification Form must be processed to create a change to a Purchase Order. (**Appendix A-1a or A-1b**) Approvals will be needed to process the Purchase Order Change Order, e.g., Budget Office must approve the PO Modification.)

Requisition: A written request or order for supplies, services or construction.

Vendor Quotation: Price obtained from a potential supplier for goods, services, equipment, or construction needed.

End User: The party (School/Division) that initiated the request for the purchase of goods, services, or construction.

VII. PROCEDURES FOR REQUESTS TO MODIFY PURCHASE ORDERS (PO) AND CONTRACTS

A. Modification to an existing PO:

End User's Responsibility:

1. The End User must initiate and complete the Purchase Order Modification form (PO Mod) (**Appendix A-1a & A-1b**) and attach supporting documents, which will justify the request for change to the Purchase Order.
2. The End User will submit the completed PO Mod with attachments to the Budget Office for certification.
3. Once certified, Budget Office will send the certified PO Mod form to the Procurement Office for processing.
4. Except for Department of Interior funded purchases, all PO Mods to federally funded procurements, must be approved by the Federal Programs Office.

Procurement's Responsibility:

1. A PO Mod number is assigned to the PO Mod.
2. The Supply Management Administrator will then review the PO Mod and determine if the justification and details are adequate to proceed.
3. If the Supply Management Administrator has any questions regarding the PO Mod, the responsible Buyer will be requested to contact the end user for further clarification.
4. If determined adequate, the Supply Management Administrator will give the PO Mod to the Buyer Supervisor to input into the MUNIS PO Change Order.
5. If the justification and details are not adequate, the Supply Management Administrator will reject the PO Mod and return it to the end user with an explanation of the rejection.
6. The Buyer Supervisor processes the PO Mod in the MUNIS PO Change Order and attaches the PO Mod to the Purchase Order. It is then released through the approval workflow.
7. Once all approvals are obtained in the workflow, the Buyer who initially processed the Purchase Order will Post and Print the change order. Copies of the PO Change Order will be sent to the vendor and to the End User via email.
8. The PO Change Order, along with a copy of the PO Mod will also be mailed to the vendor.

B. Modification to an existing Contract regarding quantity or performance timeframe

Some GDOE contracts include terms allowing for change orders regarding quantities of product or service, or regarding time for performance, within the scope of work of the contract. Any

changes must be within the scope of the initial Invitation for Bid ("IFB") or Request for Proposal ("RFP").

Depending on the terms of the contract, such changes may be effectuated by the signatures of the Superintendent and the authorized signatory of the contractor. Otherwise, the contract amendment may require the signatures of the Attorney General and Governor.

1. In addition to processing the PO Mod described above, the End User will submit a Contract Change Order memo (**Appendix A-2a, A-2b or A-2c**).
2. The Contract Change Order memo shall indicate the chronological number of the change order, the affected IFB/RFP, and the affected purchase order number.
3. The Contract Change Order memo will cite the section(s) of the contract which allow for the amendment/modification being requested.
4. The memo will also state the compensation amount of the original agreement and any previous authorized changes to compensation. The memo shall describe the incremental change in compensation requested by the change order and the intended new total compensation of the agreement.
5. For changes to the quantity of product or service, the memo shall describe in detail the items, the increase in their quantities, and the incremental cost to the contract of each item.
6. If the Contract Change Order calls for changes to the contractual time of performance, it will similarly explain the incremental change to the total time of performance.
7. The Contract Change Order memo will be certified by the GDOE Budget Office and be signed by all necessary representatives of GDOE and the contractor, prior to processing.
8. If an Amendment to the Agreement is needed, the Contract Change Order memo will be submitted to Legal Counsel to prepare an Amendment of Agreement (**Appendix A-3**).
9. An Internal Contract Review & Approval Form (**Appendix A-4**) and the Amendment of Agreement will be approved by the End User, Federal Programs (if applicable), TPFA (if applicable), and the Deputy Superintendent of Finance.
10. Once the Amendment has been approved internally, final Agreement will be sent to the vendor for signature.
11. Once the final agreement is signed by the vendor, additional signatures will be obtained from the Supply Management Administrator, Budget Office, TPFA (if applicable), Legal Counsel, and the Superintendent
12. When the Amendment of Agreement is signed by all parties, a purchase order change order is processed in MUNIS.
13. The fully signed Contract Change Order memo and Amendment of Agreement must be attached to the MUNIS Purchase Order Change Order as the supporting document.
14. Once the Purchase Order Change Order is processed, a copy of the Change Order and the Agreement to the Amendment is sent to the vendor.

VIII. ROLES and RESPONSIBILITIES

The following are the key personnel, divisions or units in the procurement process. Specific responsibilities and expectations are delineated below:

A. Budget Office:

The Budget Office certifies availability of funding for the proposed procurement or modification.

B. End User:

Schools and Divisions are the ultimate End Users of the procured services, supplies, materials and equipment. End Users are responsible for initiating the purchase requisitions in the MUNIS system and for causing their approval. End Users may assign particular individuals for initiating requisitions in MUNIS.

C. Federal Programs Office:

The Federal Programs Office certifies that the procurement or related modification is in compliance with the grant and is reasonable, allowable and allocable.

D. Procurement Office:

The role of the Procurement Office is to provide leadership, guidance, and enforcement of the policies, regulations and procedures as stipulated in this document. The Procurement Office is the main point of contact for all questions or concerns regarding the Department's procurement activity.

E. Superintendent of Education: (Chief Procurement Officer for GDOE)

The Superintendent of Education, as head of the Guam Department of Education, shall have general supervision of all procurement activity within the Guam Department of Education (GDOE), its schools and divisions. This responsibility shall not, however, relieve any school or division of their accountability for the procurement roles under its control. The Superintendent:

1. Shall ensure that all of those in a management capacity below him/her enforce the requirements contained in these Standard Operating Procedures.
2. Shall be responsive to violations and shall take the appropriate action.

F. Third Party Fiduciary (TPFA):

The TPFA is responsible for providing guidance, management leadership, and accountability of USDOE funded procurements. They have the final approval of procurements funded through US Department of Education funds awarded to the Department.

G. Vendor:

The vendor is approved by the GDOE Procurement Office to provide goods/services/construction to GDOE schools/divisions.

IX. NON COMPLIANCE

The Superintendent, Deputy Superintendent of Finance & Administrative Services, and the Supply Management Administrator will be advised of any violations to procurement procedure. Non-compliance of any of the regulations set-forth in this document may result in disciplinary action, up to termination.

For questions or concerns regarding compliance, contact the Procurement Office.

X. CONTACT INFORMATION

PROCUREMENT OFFICE:

The Office of Supply Management is located at:

500 Mariner Avenue,
A-Building, Suite A-13
Barrigada, Guam 96913

TELEPHONE: (671) 475-0438
FAX: (671) 472-5001
EMAIL: procurement@gdoe.net
WEBSITE: www.gdoe.net/procurement

XI. APPENDIX A – PROCUREMENT FORMS

The following forms and samples are provided to assist and ensure that the forms are properly filled out correctly, and to prevent delays in the processing of your documents.

- A-1a** Purchase Order Modification Form (PO Mod) “Local and Non-USDOE Federal”
- A-1b** Purchase Order Modification Form (PO Mod) “USDOE Federal”
- A-2a** Contract Change Order Memo (Construction)
- A-2b** Contract Change Order Memo (Professional Services)
- A-2c** Contract Change Order Memo (For Facilities & Maintenance Use Only)
- A-3** Amendment of Agreement (Sample)
- A-4** Internal Contract Review & Approval Form

XII. INTERNAL CONTROL

The Supply Management Administrator and Buyer Supervisors are charged with ensuring the compliance with these procedures. At least on an annual basis, the SOP will be reviewed to determine if updates are necessary. The Internal Audit Office (“IAO”) will periodically validate these SOPs and recommend improvements where needed.

XIII. TRAINING

The Supply Management Administrator will ensure training is conducted and available for all GDOE and Private, Non-Public (“PNP”) End Users (school administrators, division heads and staff) in these procurement procedures at least once yearly. The Supply Management Administrator will seek opportunities for Procurement Office staff to be trained and updated on methods and regulations of procurement.

XIV. REPORTS

No Procurement reports are associated with this SOP.

XV. PENALTY

Failure to adhere to this SOP may result in disciplinary action, up to and including termination, in accordance with the DOE Personnel Rules & Regulations.


XVI. EFFECTIVE DATE

Upon date of approval and signature, unless otherwise noted.

XVII. CHANGE(S)

Changes to this policy shall be effectuated by the Superintendent of Education.

Approved by:



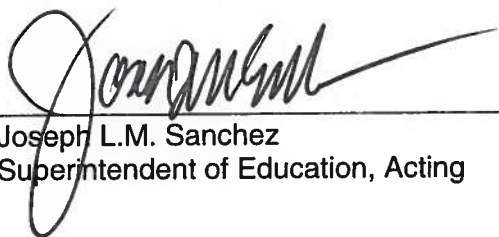
Carmen T. Charfauros
Supply Management Administrator

2/2/17
Date:



Taling M. Taitano
Deputy Superintendent of Finance and
Administrative Services

2/2/17
Date:



Joseph L.M. Sanchez
Superintendent of Education, Acting

2/7/17
Date:

APPENDIX

A-1a through A-4



Appendix A-1a

**DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT**

www.gdoe.net/procurement

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JOSEPH L.M. SANCHEZ

Superintendent of Education, Acting

CARMEN T. CHARFAUROS

Supply Management Administrator

Purchase Order Modification Request Form

Requestor: _____		Date: _____	
Division / School: _____		Phone: _____ Email: _____	
Division Head / Principal / Project Manager: _____			
Print Name & Signature (Must have authority on the account)			
Purchase Order Number _____		Vendor Name _____	
Vendor Number _____		Account Number _____	
Original Ordered Amount: \$ _____		Liquidated: \$ _____ Open: \$ _____	
ACTION REQUIRED: (Please Choose)			
<input type="checkbox"/> Close:			
<input type="checkbox"/> Price Adjustment:			
<input type="checkbox"/> Amend Line Description:			
<input type="checkbox"/> Increase:			
<input type="checkbox"/> Decrease:			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Change Vendor:		From: _____	
		To: _____	
<input type="checkbox"/> Change Account No. *Required Org. Obj. Project:		From: _____	
		To: _____	
Remarks: _____			
Revised Ordered Amount: \$ _____		Liquidated: \$ _____ Open/Canceled Amount: \$ _____	
APPROVALS			
APPROVED / /DISAPPROVED / / NOT APPLICABLE / /		Federal Program (Print & Signature) _____	
		for Federally Funded Purchase Orders only	
		Date _____	
APPROVED / /DISAPPROVED / /		Certifying Officer (Print & Signature) _____	
		Date _____	
APPROVED / /DISAPPROVED / /		Supply Management Administrator (Print & Signature) _____	
		Date _____	
<input type="checkbox"/> Attached Form to MUNIS <input type="checkbox"/> Reprint PO <input type="checkbox"/> Send Revised PO to Vendor			



Alvarez & Marsal, LLC
Public Sector Services
GDOE Third-Party Fiduciary
PO Box 4322
Hagatna, Guam 96932

Purchase Order Modification Request Form

Requestor: _____		Date: _____	
Department: _____		Phone: _____	Email: _____
Budget Approval Signature: _____ Print Name & Signature (Must have authority on the account)			
Purchase Order Number _____		Vendor Name _____	
Vendor Number _____		Account Number *Required: Org. Object. Project Number _____	
Original Ordered Amount: \$ _____		Liquidated: \$ _____	Open: \$ _____
ACTION REQUIRED: (Please Choose)			
<input type="checkbox"/> Close:			
<input type="checkbox"/> Price Adjustment:			
<input type="checkbox"/> Amend Line Description:			
<input type="checkbox"/> Increase:			
<input type="checkbox"/> Decrease:			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Change Vendor:		From: _____	
		To: _____	
<input type="checkbox"/> Change Account No. *Required Org. Obj. Project:		From: _____	
		To: _____	
Remarks: _____ _____			
Revised Ordered Amount: \$ _____		Liquidated: \$ _____	Open/Canceled Amount: \$ _____
PURCHASING USE ONLY			
Buyer's Initials: _____		Date: _____	
Federal Program: _____		Date: _____	
Approved by: _____		Date: _____	
<input type="checkbox"/> Reprint PO <input type="checkbox"/> Send Revised PO to Vendor <input type="checkbox"/> Attached Form to MUNIS			



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Superintendent of Education, Acting

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CARMEN T. CHARFAUROS
Supply Management Administrator

CHANGE ORDER No. 000

To IFB 000-2017

Purchase Order No. 20170000-00

DATE:

TITLE: IFB

TO: (Contractor)

Authorization for Change Orders

Change orders are provided for in Section (XXX) Amendments/Modifications, (XXX) Authorization for Change Orders (page 0 of 0) and (XXX) Change Orders of the Fully Executed Agreement between the Guam Department of Education ("GDOE") and ("Contractor") as follows:

(XXX). Any amendment or modification to this Agreement will be effective only if it is in writing and signed by both parties.

(XXX). Authorization for Change Orders. Any modifications to the quantities of services or equipment to be delivered pursuant to this Agreement, and the prices therefore, may be made by a written Change Order signed by the authorized representative of GDOE and Contractor. A Change Order may only be made on the conditions that the work to be performed by a Change Order is not inconsistent with the scope of work under this Agreement, and that where there is an increase in the costs for services, GDOE shall certify in writing that funds are available for the increased costs prior to such Change Order becoming effective.

(XXX). Change Orders. GDOE, at any time and without notice to sureties, in a signed writing designated or indicated to be a change order may order (1) changes in the work within the scope of this Agreement; and (2) changes in the time for performance of services under this Agreement that do not alter the scope of the contract.

C. Adjustments of Price or Time for Performance. If any such change order increases or decreases the Contractor's cost of, or the time required for, performance of any part of the work under this Agreement, whether or not changed by the order, an adjustment shall be made and the Agreement modified in writing accordingly. Any adjustment in contract price made pursuant to this section shall be determined in accordance with the Price Adjustment Clause herein. Failure of the parties to agree to an adjustment shall not excuse Contractor from proceeding with the Agreement as changed, provided that the territory promptly and duly makes such provisional adjustments in payments or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation or an extension of time for completion.

Description of Change

Change Order No. 0 to this agreement increased the Not To Exceed ("NTE") amount, from \$0.00 to \$0.00. Based upon the availability of additional funding, this Change Order No. 0 will increase the NTE, from \$00.00 to \$0.00

Time extension request for an additional (0) days for scope of work added by this change order. Original Contract Term of Agreement of 000 days in which full term date is set for [0/0/2015]. An additional 0 days is requested in which full completion date will be [00/00/2015].

The Original Agreement Total was	\$0.00
Net Change by Previously Authorized Requests and Changes	\$0.00
The Agreement Sum Prior to this Change Order was	\$0.00
This Change Order will Increase the Agreement Sum by	\$0.00
The New Agreement Sum (NTE) Including This Change Order	\$0.00

The Original Agreement Term was	000 Days	Completion date of	0/0/2017
Increase in Agreement Term by Previous Change Order	00 Days	Completion date of	0/0/2017
This Change Order will Increase the Agreement Term by	0 Days	Completion date of	N/A
New Agreement Term Including This Change Order	000 Days	Completion date of	0/0/2017

Description of Change:

This is a combination of Regulatory Agencies requirements, vandalism of the gymnasium doors that was not covered by the contractor and other necessary site corrections needed to open UMS. The original total amount was \$96,189.31, however \$71,490.90 was deducted. Deductive was relatively minor but the quantities were significant enough. Deductive were mostly cosmetics and calculation claimed by the contractor which was disproved by actual conditions. See attachment.

Total Increase by this Change Order \$0.00

CERTIFIED FUNDS AVAILABLE

PO No. 20150000-00 \$0.00
Funding Source: 000.00.000.00000.00.0000.00.0000

GDOE Certifying Officer

Date

In witness whereof, the Parties have executed this change order on the day and year appearing beside their respective signatures.

Carmen T. Charfauros
GDOE Supply Management Administrator

Date

GDOE Project Manager

Date

Contractor

Date

N/A – see attached Surety Waiver
Contractor's Surety



JOSEPH L.M. SANCHEZ
Superintendent of Education, Acting

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CARMEN T. CHARFAUROS
Supply Management Administrator

CONTRACT CHANGE ORDER

No. 1

Purchase Order: _____

Date: _____

To: _____

Authorization for Change Orders:

Change orders are provided for in paragraph XXXII of the contract as follows:

XXXII. Amendments/Modifications. Any amendment or modifications to this Agreement will be effective only if it is in writing and signed by both parties.

Changes to Work: Any modifications to the quantities of services or equipment to be delivered pursuant to this Agreement, and the compensation therefore, may be made by a written Change Order signed by an authorized representative of GDOE and Contractor. A Change Order may only be made on the conditions that the work to be performed by a Change Order is not inconsistent with the scope of work under this Agreement, and that where there is an increase in the costs for services, GDOE shall certify in writing that funds are available for the increased costs prior to such Change Order becoming effective.

Modification: (To Purchase Order)

Balance of Existing Purchase Order:	\$ _____
Increase amount to P/O:	\$ _____
Modified Amount:	\$ _____

Description of Change: (Increase to Contract Dollar Amount on PO and contract)

- *End User is requesting for an increase to the total dollar amount to the contract and Purchase Order to purchase more of the same services under the terms of the existing contract. Please see attached supporting documents.*

Funding Source: _____

Account #:

_____ \$ _____

Date:
Change Order No. 1
Purchase Order No.
Project:
Page 2 of 2

CERTIFIED FUNDS AVAILABLE

GDOE Certifying Officer

Date

Alvarez & Marsal, Third Party Fiduciary

Date

Federal Programs

Date

In witness whereof, the Parties have executed this change order on the day and year appearing beside their respective signatures.

CARMEN T. CHARFAUROS
Supply Management Administrator

Date

JOSEPH L.M. SANCHEZ
Superintendent of Education, Acting

Date

Vendor Authorized Representative

Date

GUAM DEPARTMENT OF EDUCATION

PROJECT:	_____	CHANGE ORDER NO.:	_____
	_____	DATE:	_____
CONTRACTOR:	_____	GDOE PO No.:	_____
	_____	CONTRACT PERIOD:	_____
	_____	CCD REVISED DATE:	_____

The contract cost increases to \$_____. This change in cost is justified to:

Not valid until signed by the GDOE Superintendent of Education, GDOE Supply Management Administrator, and the Contractor

The original Contract Sum:	\$ _____
Net change by previously authorized Change Orders:	\$ _____
The Contract Sum prior to this Change Order was:	\$ _____
The Contract Sum will be changed by this Change Order In the amount of:	\$ _____
The new Contract Sum including this Change Order will be:	\$ _____
The original contract completion date is extended to:	_____

IN WITNESS WHEREOF the parties have entered into this Agreement on the dates indicated by their respective names.

CONTRACTOR

GOVERNMENT

Guam Department of Education
500 Mariner Avenue, Suite A-13
Barrigada, Guam 96915

Carmen T. Charfauros
Supply Management Administrator

Certified Funds Available: \$ _____

Date: _____

Date: _____

APPROVED

Joseph L.M. Sanchez
Superintendent of Education
Contracting Officer
Guam Department of Education

Date

**FIRST AMENDMENT OF AGREEMENT BETWEEN GUAM DEPARTMENT OF
EDUCATION AND DELOITTE & [REDACTED] FOR SERVICES PURSUANT TO GDOE
RFP [REDACTED]**

This First Amendment is entered into by and between the **GUAM DEPARTMENT OF EDUCATION** ("GDOE"), an agency of the government of Guam, whose address is 500 Mariner Avenue, Barrigada, Guam 96913 and [REDACTED] ("**Contractor**"), whose address is [REDACTED] (collectively referred to as "**Parties**").

WHEREAS, an Agreement between GDOE and Contractor (the "**Agreement**") was fully executed on [REDACTED], under which GDOE engaged Contractor to provide Independent Financial Audit Services pursuant to GDOE RFP [REDACTED].

WHEREAS, Section I, Paragraph A of the Agreement provides for the scope of work to be performed under the Agreement.

WHEREAS, the services provided by Contractor under the Agreement remain relevant and required by GDOE, thus such an amendment is deemed to be in the best interest of GDOE.

WHEREAS, Section XXXII of the Agreement provides that amendments or modifications to the Agreement shall be made in writing and signed by both parties.

WHEREAS, the compensation certified for the original Agreement was not to exceed [REDACTED] (\$ [REDACTED]) per year.

WHEREAS, based on new implementation of GASB 68, additional procedures performed on Information Technology, and additional efforts with respect to compliance testing and compliance findings which shall only take place once for the entire duration of this Agreement, this implementation shall cost [REDACTED] (\$ [REDACTED]) which shall be added to the current term of Agreement.

WHEREAS, the parties agree to amend the initial compensation amount for first term of the Agreement from the amount of [REDACTED] (\$ [REDACTED]) to [REDACTED] (\$ [REDACTED]) based on additional charges due to the new implementation of GASB 68, additional procedures performed on Information Technology, and additional efforts with respect to compliance testing and compliance findings attached as **Attachment 1**.

WHEREAS, the parties agree that compensation for the first term of the Agreement is not to exceed [REDACTED] (\$ [REDACTED]), as compensation certified for the first amendment through [REDACTED].

WITNESSETH, in consideration of the mutual covenants hereinafter set forth, the Parties agree as follows:

First Amendment of Agreement Between GDOE and _____
for Services Pursuant to GDOE RFP _____

1. The compensation for the first term of agreement based on amendment is not to exceed _____ (\$ _____).

2. All other terms of the Agreement remain unchanged.

SO AGREED by the Parties, who have executed this First Amendment on the day and year appearing below their respective signatures.

GUAM DEPARTMENT OF EDUCATION

CONTRACTOR

JOSEPH L.M. SANCHEZ
Acting Superintendent of Education

By: _____
Its: _____

Date: _____

Date: _____

GUAM DEPARTMENT OF EDUCATION

JAMES L.G. STAKE
Legal Counsel

Date: _____

CERTIFIED FUNDS AVAILABLE

**ALVAREZ & MARSAL PUBLIC
SECTOR SERVICES, LLC**

CERTIFYING OFFICER
Department of Education

By: _____

Date: _____
AMOUNT: _____

Date: _____

REVIEWED BY:

CARMEN T. CHARFAUROS
Supply Management Administrator

Date: _____

1st - 01/18/17

INTERNAL CONTRACT REVIEW & APPROVAL -
PRIOR TO VENDOR SIGNATURE

CONTRACT TITLE: FIRST AMENDMENT TO AGREEMENT BETWEEN GUAM DEPARTMENT
PURSUANT TO GDOE RFP
(REQ #) _____

☐ Initial Contract ☐ Amendment ☐ Renewal
☐ Extension of Time ☐ Other: _____ ☐

SUPPLY MANAGEMENT ADMINISTRATOR:

Date issued for review: _____ Approved: _____

END USER: _____ Funding Source: _____

Original Contract: _____
 Term/Renewals at Section: Section II, page 2 ☐ Approved ☐ Disapproved/Comments: _____

Original Contract: _____
 Specs/Scope of Work Section: Section I.A., page 2 ☐ Approved ☐ Disapproved/Comments: _____

Original Contract: _____
 Compensation Amount: Section III., page 3 ☐ Approved ☐ Disapproved/Comments: _____

IF GRANT FUNDED, ROUTE TO FEDERAL PROGRAMS FOR REVIEW:

FEDERAL PROGRAMS: _____

☐ Approved ☐ Disapproved Date: _____
 Comments: _____

IF USDOE FUNDED, ROUTE TO THIRD PARTY FIDUCIARY AGENT FOR REVIEW:

THIRD PARTY FIDUCIARY: _____

☐ Approved ☐ Disapproved Date: _____
 Comments: _____

DEPUTY, FINANCE & ADMIN SERVICES: _____

☐ Approved ☐ Disapproved Date: _____
 Comments: _____

NOTE: IF CONTRACT IS CHANGED, IT WILL BE ROUTED AGAIN FOR INTERNAL REVIEW AND APPROVAL.
 Revised: 01/18/17