

For Use by Public Bodies

RECORD OF CHANGE ORDER AUTHORIZATION

Instructions: See guidance provided at end of form.

General Information	
Name of Public Body	Change Order #
Contract Title	Contract #
Name of Contracted Supplier	

Change Order Details		
Item #	Description	Amount
Net Value for this Change Order		

Contract Value Details	
Value of original contract award:	
+ net value of all previous change orders	
+ net value of this change order	
Revised Contract Value	

Recommendation	
I confirm that this proposed change order is compliant with section 9 of the Public Procurement Policy and I am recommending this change order for approval.	
Name	Position Title
Signature	Date

Authorization	
As Head of Public Body (or authorized designate), I approve this change order.	
Head of Public Body (or designate)	Position Title
Signature	Date

Purpose:

- This form is meant to assist public bodies document the authorization process for change orders pursuant to section 15 of the **Public Procurement Regulations**.
- Public bodies are encouraged to implement the Change Order Authorization form and related business processes where a similar document is not already in use. A public body may also use this form to guide the development of its own customized form.
- Questions regarding use of this form may be submitted to: ppinquiries@gov.nl.ca.

Instructions:Change Order Details

- Itemize and describe the contract changes covered by this change order. Enter amounts for each item, with debits and credits on separate lines.
- The table will auto-populate the total. Attach another spreadsheet if more lines are required.

Contract Value Details

- Specify the original contract value and the net value of all previous change orders to date. The net value of the current change order will auto-populate from the Change Order Details table. The Revised Contract Value will auto-calculate.

Recommendation and Authorization

- The person recommending the change order should be in a position that has sufficient knowledge of the Public Procurement Policy and the subject contract.
- Change orders must be approved by the head of the public body or an authorized designate.

Reporting Reminder

- Certain change orders are required to be reported as part of an entry to a public body's Annual Change Order Report. If you have questions about reportable change orders or Annual Change Order Reports, please contact ppinquiries@gov.nl.ca.