Unilateral Change Order Modifying a Contract

This document is a change order that modifies a contract between [SFA Name] and [Contractor Name] dated [mm/dd/yyyy] from here on known as “the Contract”. This modification does not constitute a material change to the Contract.

[SFA Name] orders this modification. [SFA Name] has not made a final payment for the goods or services requested by the Agreement.

**(School official checks one or more options below)**

|  |
| --- |
| € This document corrects a minor error in the Contract found on page \_\_\_\_\_. The text is modified by: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| € This document exercises the option made available by the Contract on page \_\_\_\_\_. The SFA agrees to pay the fixed contract price set in the updated Unit Price Schedule and according to the Economic Price Adjustment clause on Contract page \_\_\_\_. |
| € This document orders a type of change that is authorized in the Agreement on page \_\_\_\_\_. [Contractor Name] will change their performance by:The Agreement, on page\_\_\_\_, authorizes [SFA Name] to set costs for a change order. [School Official], acting on behalf of [SFA Name], obligates $\_\_\_\_\_\_\_.\_\_\_ [per unit] in addition to costs obligated in the Contract, as consideration for the above changes, for a total of $\_\_\_\_\_\_. [SFA Name] confirms that a school official estimated the modification cost before completing this document and a proper authority certified that [SFA Name] has sufficient funds to cover any cost increase.[School Official], acting on behalf of [SFA Name] promises to reimburse [Contractor Name] for reasonable amounts spent fulfilling this change order, if causing the [Contractor Name] to incur costs exceeding those foreseen by the contract. [SFA Name] is not responsible for costs incurred by [Contractor Name] when performing any additional work outside the scope of this written modification. |

This modification does not change any other terms or conditions of the Contract.

This modification becomes effective on the day that an SFA official signs this document.

|  |
| --- |
|  |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of SFA****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****SFA Official’s printed name and title*** |
|  |
| ***SFA Official’s Signature Date*** |

Confirmation of Mutually Negotiated Contract Change

This document is a supplemental contract that modifies a contract between [SFA Name] and [Contractor Name] dated [mm/dd/yyyy] from here on known as “the Contract”. This modification does not constitute a material change to the Contract.

[SFA Name] authorizes this modification. [SFA Name] confirms that an SFA official estimated the modification cost before completing this document and a proper authority certified that [SFA Name] has sufficient funds to cover the cost increase. [SFA Name] has not made a final payment for the goods or services requested by the Agreement.

[Contractor Name] hereby agrees to [permanently/temporarily] modify performance by:





Modified performance begins on [mm/dd/yyyy] and ends on [mm/dd/yyyy]].

[School Official] acting on behalf of [SFA Name] agrees to pay [a maximum of] $\_\_\_\_\_\_\_.\_\_\_ [per unit] in addition to costs obligated in the Contract, for a total cost of $\_\_\_\_\_ as consideration for the above changes.

This modification does not change any other terms or conditions of the Contract.

I, [Name of Contractor Official], certify that I am authorized to sign this contract modification on behalf of [Contractor Name]. I further certify that [Contractor Name] has not rendered final payment for any goods or services requested in the Contract.

The officials named below are authorized to obligate their organizations to contract modifications and consent to the modification and price adjustment outlined above.

|  |
| --- |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of SFA****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****SFA Official’s printed name and title*** |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| ***SFA Official’s Signature Date*** |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of Contractor****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contractor Official’s printed name and contact information (email, phone number)*** |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| ***Contractor Official’s Signature Date*** |