

# INSTRUCTIONS FOR COMPLETING CHPRC CHANGE FORM

## CHANGE IDENTIFICATION

CS:	Insert the Change No. (Use consecutive numbers. Contractor call CS for next number)
Contractor:	Insert the Company name.
Contract No./Title/Date:	Insert the contract number, title and date of the request.
Contractor Requested:	Check this box if the change is initiated by the Contractor.
CHPRC Requested/Directed:	Check this box if the change is initiated by CHPRC.
Requestor Name/Phone:	Insert the name and phone number of the requestor.
Change:	Provide a general description that can be used to title/reference the change.
Reason for Change:	Describe the reason for the change, its benefits and impact on the work (attach redline markup).

## BASELINE CHANGE

Impact to Price/Schedule:	Describe the impacts to price (cost) and schedule.
Price (Cost) Change:	Insert the estimated dollar amount of this change.
Schedule Change:	Insert the number of days the scheduled end date is impacted.
Signatures:	The Contractor Project Manager or the BTR, depending on who initiates the form.

## APPROVALS

Approve/Reject/Need More Information:	The BTR and CS check "Approve", "Reject" or "Need More Information" and sign the form, adding any remarks –or-- The Contractor checks "Accepted" or "Need More Information" and signs the form, adding any remarks.
Change Order/Mod No. Notice to Proceed Not- To-Exceed Value:	Insert the Change Order/Mod No. and the NTE \$ value.

## PROCESS FOR USING CHANGE FORM

### **When the Contractor Requests a Contract Change:**

1. Contractor
  - Identifies an action or situation that requires a change in the SOW scope or requirements on this form.
  - Attaches redline of SOW, including any associated cost or schedule impacts and markup of Sections 7 and 8.
  - Transmits form and attachments to the CS.
2. CHPRC responds within 10 working days.
3. CS provides form to BTR for evaluation.
4. BTR obtains input from all affected SMEs.
5. BTR approves, disapproves or checks "Need More Information" box and identifies the information required.
6. BTR returns form to CS.
7. CS transmits the "Needs More Information" to the Contractor. Contractor expected to respond within 10 working days.
  - OR-
  - CS transmits "Approved" to the Contractor. In that transmittal, the CS includes the revised Baseline Cost and revised Baseline Schedule. CS modifies the contract to incorporate the SOW changes.
  - OR-
  - CS transmits "Rejected" with reasons to the Contractor.

### **When CHPRC Requests a Contract Change:**

1. BTR:
  - Identifies an action or situation that requires a change in the SOW scope or requirements on this form.
  - Obtains SME input.
  - Attaches redline of SOW, including any associated cost or schedule impacts and markup of Sections 7 and 8.
2. CS transmits form and attachments to the Contractor.
3. Contractor expected to respond within 10 working days.
4. Contractor transmits the "Needs More Information" to CHPRC. CHPRC has 5 working days to respond.
  - OR-
  - Contractor transmits "Accepted" to CHPRC. CS modifies the contract to incorporate the SOW changes.