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| <b>II. Program Administration Section</b> |
| <b>500. Scope of Work Revisions</b>       |

This Section Includes:

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### **501. General Information**

The *Regional Network* contracts are templates to ensure that consistent services are provided throughout the state. Although the *State Network* does not anticipate any changes to the scope of work (SOW), if needed, the *State Network* Team will initiate any revision(s).

### **502. Informal Scope of Work (SOW) Revision**

SOW revisions that only affect activities, deliverables, and/or performance timeframes and DO NOT result in a change to the overall goals and basic purpose of the contract are considered informal SOW revisions.

For *Regional Network* contracts covering the FFY 2012 contract year (October 1, 2011-September 30, 2012), no informal SOW revisions will be accepted.

### **503. Formal Contract Amendment**

SOW revisions that change the overall goal or basic purpose of any component of the SOW require a formal contract amendment.

For *Regional Network* contracts for the FFY 2012 contract year (October 1, 2011-September 30, 2012), no formal SOW revision proposals will be accepted from the *Regional Networks*.

Although the *State Network* does not anticipate any changes to the scope of work (SOW), if needed, the *State Network* Team will initiate any necessary amendments.

Formal amendments are effective only after they are reviewed, approved, and processed by the *State Network*, the contractor, the CDPH Contract Management Unit (CMU), and Department of General Services (DGS) (if over \$75,000). The formal contract amendment process is often time-consuming and formal contract amendments are subject to the same approval process as the original contract. No invoices can be processed involving the term of the amendment until the amendment is fully approved.

**504. Requesting a Scope of Work Revision**

For *Regional Network* contracts for the FFY 2012 contract year (October 1, 2011-September 30, 2012), no SOW revision proposals will be accepted from the *Regional Networks*.

Although the State *Network* does not anticipate any changes to the scope of work (SOW), if needed, the State *Network* Team will initiate any necessary amendments.