

<b>II. ADMINISTRATIVE SECTION</b>
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<b>300. Scope of Work Revisions</b>
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### **301. General Information**

Prior approval is required for any *Network* contract SOW revision. The *Regional Network* contracts are templated to ensure consistent services are provided throughout the state. Any SOW revision will typically be initiated by the State *Network* Team. The extent of the revisions will determine which of two processes will be required. The two processes are the informal SOW revision process and a formal contract amendment process.

### **302. Informal Scope of Work Revision**

SOW revisions which only affect activities, deliverables, and/or performance time frames and DO NOT result in a change to the overall goals and basic purpose of the contract can be accomplished through an informal SOW revision. Informal SOW changes may include the substitution of specific activities or tasks, the alteration or substitution of contract deliverables and modifications to anticipated completion dates. An informal SOW revision can be approved and implemented by the assigned *Network* PM.

### **303. Formal Contract Amendment**

SOW revisions that change the overall goal or basic purpose of any component of the SOW require a formal contract amendment. Formal amendments must be submitted to and approved by the assigned CM and PM, prior to implementation. Submission of a formal contract amendment must be made prior to the end of the contract term. Formal amendments are effective only after they are reviewed, approved, and processed by the *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. Contractors should contact the CM and PM as soon as it is determined that an amendment may be necessary.

### **304. Requesting a Scope of Work Revision**

To request a SOW revision, send an e-mail to the assigned PM detailing what revisions are needed and a justification for the revisions. Attach to the e-mail the pages of the SOW that are affected by the revisions. Indicate all revised items as follows:

- ~~Strike out~~ any deleted text so that it still appears and is not removed
- **Bold and underline added/new text**
- Informal SOW changes will be color-coded to indicate each revision.
- In general, informal changes are limited to no more than one (1) each contract year.
- Enter the revision number and revision date in the SOW footer in the corresponding color (e.g. Revision #1, 7/11/2006).
- If the revisions increase the total pages of the SOW, add the new pages directly behind the page to which it applies and number the new pages with .1, .2, .3, etc. after the original page number. For example, if the revisions made to page 10 of the SOW run to an additional page, number the additional page 10.1. This will eliminate the need to renumber all the pages that follow page 10.
- Informal changes will be approved by the assigned PM to ensure that the above criteria are met and there is negligible effect on the budget.

Upon review of the request to revise the SOW, the assigned PM will determine if the revision requested is justified and whether the revision can be accomplished with an informal SOW process or if a formal contract amendment is required. The PM will then send the Contractor an e-mail either approving or denying the revision request and will provide additional direction if a formal contract amendment is required.