



Amending Contracts

Typical Parts of Amendment

- *Amendment*
- *Attachments if applicable*

Reasons you may need to Amend

- Program changes (changes/additions to SOW)
- Budget changes
- Carryover if applicable

Amendment Process

- District P.M. contacts PSESD manager to discuss the proposed changes such as justification for change and the effect on program and budget, including where the savings will come from to fund the proposed change(s).
- District P.M. and PSESD P.M. determine whether proposed contract amendment would require a formal Scope of Work amendment with the U.S. Department of Education. If so, PSESD P.M. and Fiscal Coordinator prepare revised Project Scope of Work and Budget and submit to U.S. Department of Education. This will take at least one month.
- PSESD P.M. & District P.M. email versions of amendment & budget to each other for edits before settling on a final draft.
- Agreed on Amendment will be will be routed for review and signature to PSESD business office.
- Two originals and a self-addressed envelope will be mailed to the fiscal lead of the district. PSESD Program Specialist will email PSESD P.M., the district P.M. and fiscal leads that the contract has been mailed out.
- District approves signs and retains one fully executed contract.
- District mails one original to PSESD with the envelope provided.
- District forwards a fully executed contract to P.M. or other appropriate staff in your district.
- PSESD will email an Amended Invoice template (with contract budget details) to districts to facilitate billing for RTT expenditures.