

HOW TO SUBMIT A CONTRACT AMENDMENT REQUEST TO PCA

NOTE: Contract amendments are effective upon the date of the acceptance letter from PCA.

A company representative with signature authority will submit a request to amend the contract to PCA on company letterhead, and include:

- “Request for contract amendment”, “ contract number and title”
- Explanation/Justification (for example; new product/service or replacement or whatever)
- Vendor contact information
- Pricing (as follows—may be presented as a separate attachment)

(1) NEW PRODUCTS/SERVICES PRICING will include:

- Product/Service description
- Pricing including PCA discount

(2) PRICE DECREASE Pricing may be presented separately, and include:

- Product/Service description
- Current Price
- Adjusted Price including PCA discount

(3) PRICE INCREASES may be presented separately, and include:

- Product/Service description
- Current Price
- Adjusted Price including PCA discount

EXAMPLE OF LETTER OF AMENDMENT(S)

The following is an example of a letter that can be sent to PCA to add amendments to your contract(s)

Here is the letter template for your Contract Amendment Request for the price changes. Please print on your letterhead, have it signed, & email it back to this email with the Attachments. (We will get it approved by the Director & email it back to you.)

In the template please describe the amendment in the products & pricing, giving the reason for the change.

For example, you may say:

- * you no longer offer certain products, so they are being omitted
- * you are adding new products that were previously not available, then list price & PCA discount
- * explain why the price is being increased/decreased & state the percent of the increases/decreases from the original prices submitted.
- * Also send the Amendments as a spreadsheet with your info on it and please include the original item, description, pricing, discounts, etc. that you had in your original RFP submission in a columns & put the amendments in red in a column next to it, so they can easily see the changes. If adding items, then put new addition next to it in red.

ON COMPANY LETTERHEAD

Month Date Year

(when done – replace/remove red text & yellow highlights, PDF with any Attachments & email back to BOTH emails - do not mail)

Elaine Nichols, Director
Purchasing Cooperative of America (PCA)
elaine@pcamerica.org; pcamerica@pcamerica.org (records)

Re: Purchasing Cooperative of America
PCA 3-XXX-XX Name of Contract(s) - Amendment #X
(if you have more than 1 contract, put each contract on a SEPARATE letterhead document)

Ms. Nichols:

Company Name was awarded a PCA contract for the above referenced solicitation. We propose to amend the contract, as allowed in our contract.

(INSERT YOUR PARAGRAPH HERE DESCRIBING THE CHANGES/UPDATE)

We appreciate your consideration of this request. Please contact me if you have any questions.

Thank you,

Authorized Contract Person's name
Authorized Contract Person's phone number
[Authorized Contract Person's email](#)

Attachments:

- **UPDATE AS NECESSARY Example: Merger docs/name change docs (letters of good standing, new company contacts, new W-9, updated Tab 4 information [if needed], etc.)**
- **UPDATE AS NECESSARY Example: New products & pricelist with discount**