

Change Order Requests

Change Order: The Communications Procurement Policy allows for changes to awards or contracts through the creation of a change order, a purchase order that has been adjusted to reflect changes in the cost, or the terms or conditions of an award.

Requests **must** be submitted by the client, not the supplier.

See Section 12.0 of the Communications Procurement Policy.

| Persons Responsible | Task |
|-----------------------------|---|
| Ministry Crown Agency | 1. Contacts Communications Services print or communications advisor via email with: <ul style="list-style-type: none">- a written description of the change,- rationale,- costs,- terms and conditions affected, and- supplier agreement to change (could be an invoice, revised quote or email confirmation) |
| Communications Services | 2. Reviews and clarifies change request 3. Approves the request 4. Creates and issues a revised purchase order/contract purchase agreement showing the change order to the client and supplier |
| Ministry Crown Agency | 5. Continues project with supplier |
| Supplier | 6. Meets on project deliverables 7. Invoices the client at the conclusion of the project |
| Ministry Crown Agency | 8. Receives and reconciles the purchase order and the invoice |