



AMENDMENT REQUEST PROCESS & FORM

This amendment request process provides clear and consistent direction to agencies and contractors requesting amendments to contracts and Interlocal contracts with the Clark County Desert Conservation Program.

Amendments should be used to make **minor** modifications to the contract, Interlocal contract and scopes of work agreed to in writing between the County and the agency or contractor. If major changes are required, a new contract, Interlocal contract or scope of work may be prepared and agreed to by both parties or a new Request for Proposal may be developed.

Clark County requires a minimum of 120 days written notice from the date received to process amendments. Agencies and contractors may not continue to work past the contract end date or begin new work or incur any additional costs due to the proposed amendment until it has been fully approved by both parties in writing. A fully executed written amendment must be in place before the agency or contractor begins performing its new/revised tasks. Clark County will not compensate the agency/contractor for any work performed without a fully executed written contract or Interlocal agreement or amendment fully executed by both parties.

Amendments will be processed on a priority basis, not necessarily on a first-come, first-served basis. Once an evaluation has been completed, Clark County will either meet with the agency or contractor to review the request or inform the contractor in writing of the decision to amend. Evaluation criteria will include, but not be limited to, completeness of the request, assessment of the impacts on schedule, cost, staffing, related projects, and program priorities; and the potential impacts of not granting the amendment. This process is subject to change.

All amendments must be submitted in writing to dcp@ClarkCountyNV.gov using this form.

PROJECT TITLE (use the project title as it appears on the Contract/Interlocal Agreement):

DCP's PROJECT NUMBER:

DATE OF REQUEST:

AUTHORIZED OFFICIAL REQUESTING AMENDMENT:

Name & Title:

Address:

Telephone:

E-mail:

PRESENT STATUS (indicate the specific status of the milestones and deliverables outlined in the scope of work and the % of work completed to date):

DESCRIPTION OF THE REQUEST (indicate whether this is a change in contract/agreement period or performance [extension or reduction]; change to the dollar amount of the contract/agreement; a change in the scope of new tasks, milestones, or deliverables, including a change in agreed on methodologies or protocols; or a change to key agency or contractor personnel or subcontractors, including vacancies, replacements, additions or a combination thereof):

ANALYSIS OF SCHEDULE IMPACTS (provide an analysis on how the proposed change impacts the project schedule, the completion of milestones and deliverables, the invoicing schedule, and the overall term of the contract. Note any additional approvals required by contractor's governing body):

ANALYSIS OF COST IMPACTS (describes how the proposed change impacts project costs including invoicing schedule and fees):

ANALYSIS OF STAFFING/SUBCONTRACTOR (describe how the proposed change impacts the staff or subcontractors needed to complete the project, including statement staff and subcontractors availability):

ANALYSIS OF IMPACTS ON CLARK COUNTY, STAKEHOLDERS AND RELATED PROJECTS (describe how the proposed change may impact Clark County, stakeholders, and related projects):

AMENDMENT ALTERNATIVES (provide at least two alternatives for completing the project as planned and describe the pros and cons of each alternative):

ANALYSIS OF IMPACTS IF AMENDMENT IS NOT GRANTED (describe how the project, stakeholders, and related projects will be impacted if the amendment is not granted):

CHANGE PROPOSAL (state the exact changes proposed to the current contract/agreement or work scope as delineated in the Contract/Interlocal Agreement and in Exhibit A - Scope of Work; include changes to milestones, deliverables, invoicing schedule, fees, and contract term):

PROJECT MANAGEMENT STRATEGY (provide a project management strategy that will reduce the likelihood of any additional amendments):