CONTRACT MODIFICATION FLOWSHEET

File/Contract Number	CMA #	Contract Name & Location (is there an FLTC?)
10005-40/EN22TFH003	1	Wardner South FSR Road Construction Project

Contract Coordinator (CC)	Business Administrator (BAdm)	Expense Authority (EA)
Mark Serediuk	Sarah	Carolyn Krawchuk

Contractor Name

Bad Ventures Ltd.

Contract Term Information

Current Expiry Date: **August 31, 2021** New Expiry Date: Click or tap to enter a date. ***or*** ☐ N/A

Contract Term Information

Original Contract Value: $ **144,495.00** *If change in value complete section below* ***or*** ☐ N/A

Previous Modification Revised Amount $ _____ Percentage Increase: _____ **%**

Previous Modification Revised Amount $ _____ Percentage Increase: _____ **%**

Previous Modification Revised Amount $ _____ Percentage Increase: _____ **%**

New Contract Value: $ 6,085.32 Total Percentage of Increases: 4.21%

REQUEST FOR CONTRACT MODIFICATION AGREEMENT

	TASK	
☐	***Option to Renew (OTR):*** ☐ Confirmation from CC/EA that OTR is being exercised ☐ Confirmation from Contractor accepting OTR ☐ Ensure appropriate Approval level is obtained ***or*** ☐ N/A ☐ Previous term NRS688 Evaluation Complete ☐ Previous term NRS687 Completion Certificate ***or*** ☐ N/A ☐ Previous term NRS263 Statutory Declaration ***or*** ☐ N/A ☐ Waiver of Moral Rights (required each term) received ***or*** ☐ N/A ☐ Assignment of Copyright (only need once) ***or*** ☐ N/A ☐ Update Folders (paper/electronic) ***or*** ☐ N/A	☒ **N/A (no OTR)**
☒	Receive Request for CMA	
☒	Completed amendment rationale – Approval-Modification Internal Form for tendered contracts and direct award contracts ☐ HQ Pre-Approval Form (outside of internal form) ***or*** ☒ N/A	
☒	Rationale completed and signed by EA	
☒	System Checks: ☐ BC Online ☐ WorkSafe BC ☐ SAFE Certification ***or*** ☐ N/A ☐ Client (Active, and check for any changes) ☐ Disqualified Bidders List ☐ Tax Verification Letter ***or*** ☐ N/A	Checks just completed March 18, 2021

	PROCESSING CONTRACT MODIFICATION AGREEMENT	
	TASK	
☒	Prepare draft NRS600 CMA Document (schedule changes - additional work, reduction of work) Ensure CMA #, agreement date, etc. are correct ☐ Prime Contractor Agreement update ***or*** ☒ N/A ☐ LiDAR Agreement update ***or*** ☒ N/A ☐ FLTC – as per local procedures ***or*** ☐ Section 52 ***or*** ☒ N/A	
☐	***OTR:*** ☐ Add 1% to Unit Prices in Payment Schedule ***or*** ☐ N/A ☐ Award Letter/Email	☒ **N/A (no OTR)**
☒	Peer review and editing	
☒	Verify security still valid/additional required? ***or*** ☒ N/A	
☒	Insurance(s) update required? ***or*** ☒ N/A	
☒	Convert CMA to PDF format and email to contractor for signature Date sent: **April 30, 2021** Date returned: **April 30, 2021**	
☒	Upon return of signed CMA/documents from contractor: ☒ Ensure no changes have been made ☒ Check for correct signature (signing authority) ☐ Certificate of Insurance returned (check expiry dates) ***or*** ☒ N/A ☐ Additional Security returned ***or*** ☒ N/A	
☒	Process Securities ***or*** ☒ N/A	
☒	Forward CMA to EA for signature: Date sent: **April 30, 2021** Date returned: **May 4, 2021**	
☐	Send signed CMA to contractor Make copy for iProcurement	
☐	***OTR:*** ☐ Notice to Commence Letter ***or*** ☐ N/A ☐ Previous Term Holdback Release ***or*** ☐ N/A ☐ Prepare EMS Binders ***or*** ☐ N/A	☒ **N/A (no OTR)**
☒	Update iProcurement Photocopy for iPro ***FOR OTRs*** - held till entry mid-April of new Fiscal Year ***FOR MODs -*** DO NOT enter in I-Proc (Accounts will do this) Send e-mail to Accts (cc to Lynda). Include the following: Contract #, Requisition #, Contractor Name, $ amt of increase or Change of end date and EA. Print a copy of the sent email for iPro Blue Binder & save the sent email in the electronic folder corresponding Mod Folder.	
☒	Update CSS (**OTRs** only are held till entry mid-April) ***FOR MODs -*** If change of contract value, BA to add value addition in change of workorders. If change of date, add new date in the “extension” of the Encumbrance Fiscal Year section & click on the last Calculate on bottom.	
☒	Update local ledgers ***FOR MODs*** – Encumbrance, Contract & complete Whiteboard; ***OTRs*** – New Contract Ledger & Whiteboard but Encumbrance and CSS are entered mid-April	
☒	File all documents and emails	