

# LEECH LAKE BAND OF OJIBWE

## AMENDING CONTRACTS FOR INDEPENDENT CONTRACTORS.

Occasionally, a department may find it necessary to make a change to an existing Contract.

Any changes must be done on a "Contract Amendment" form. Departments should be aware that completing a new contract rather than amending a standing contract is incorrect.

Some of the common reasons to amend a contract are the need to:

- Adjust the dollar amount of the contract either higher or lower;
- Change the contractor's rates (departments must avoid rate increases whenever possible).
- Extend or shorten the stated contract period;
- Change the account to which the work will be charged;
- Change the contractor's duties or scope of work

To complete the Amendment Form, fill in the following data:

- Current date
- Name of department contact, department name, phone number and fax number
- Original Contract and Purchase Order numbers
- Account number
- Name of Contractor as it appears on the original contract
- Reason for Amendment, including justification for increasing any contract amount
- Contractor Signature\* and date signed
- Executive Director Signature and date signed
- Tribal Council Signature (if required) and date signed

\* Any change that affects the contractor in any manner must be accompanied by the contractor's signature to show agreement to the changes. Sometime the contractor's signature is not needed, for example, if you are changing the account number, this is of no consequence to the contractor and you do not need to obtain his/her signature. Contact Purchasing if you have questions regarding obtaining the signature of the contractor.

If the contract increases from less than \$5,000 to \$5,000 or more, contracts will be signed according to Signature Authority in *section #102*.

When the amendment is reviewed and approved, you will receive a copy signed by the Purchasing Director. The department should then forward a copy of the executed amendment to the contractor. (Here again, if the change is of no relevance to the contractor, you need not forward a copy of the change).

**All approvals are required before requested change may be put into effect.  
All amendments must be submitted to the CRB.**

# LEECH LAKE BAND OF OJIBWE

## Independent Contractor Amendment Form

**NOTE:** Do not amend an existing contract by completing a new Contract. See instructions for amending Contracts.

**Please attach a copy of the original contract and all existing amendments.**

Date: \_\_\_\_\_

From: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contract Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Name of Contractor as it appears on original contract: \_\_\_\_\_

The reason for the amendment is:

- Increase amount of contract by \$\_\_\_\_\_. Contract total \* (original cost plus any/all amendments including this one) \$\_\_\_\_\_.

**Justify increase in contract amount** (attach additional pages if necessary):

\_\_\_\_\_

- Extend contract end date from \_\_\_\_\_ to \_\_\_\_\_.

- Change account number from \_\_\_\_\_ to \_\_\_\_\_.

- Other:** Attach additional information as needed.

\_\_\_\_\_

\_\_\_\_\_

Except as herein amended, the provisions of the original agreement are expressly reaffirmed and remain in full force and effect.

Approvals are required before change can be put into effect.

\_\_\_\_\_  
Contractor Signature                      Date

\_\_\_\_\_  
Division Director                      Date

\_\_\_\_\_  
Tribal Council                      Date

\_\_\_\_\_  
Executive Director                      Date

Minutes of \_\_\_\_\_  
*Month, Day and Year*

\_\_\_\_\_  
Controller                      Date

**\* If you have not conducted a competitive process for contractor selection and if cumulative contract total has increased from less than \$2,500 to \$2,500 or more, you must include, with this amendment (1) an explanation of how you selected this contractor from available contractors, and (2) an explanation of how you know the cost is reasonable. If the cumulative contract is increased from less than \$5,000 to \$5,000 or more, you must obtain Tribal Council approval before increasing the amount of the contract.**