Consultant Contract Amendment Definition

The **Consultant Contract Amendment** Screen provides a mechanism to amend consultant contracts by adjusting existing line items or by creating new ones. In addition, the Amendment Screen supports the association of issues to the amendment, and subsequently to the Consultant Contract.

Users can submit changes to Consultant Contracts by either adding a line to the contract or adjustment of an existing line item.

Issues associated to amendments auto populate cost fields on the Amendment Screen line items.

Saving a Consultant Contract Amendment in an open status increases anticipated cost to the Capital Project. Saving the Consultant Contract Amendment in an approved status increases the committed cost for that Capital Project and reduces the anticipated cost.

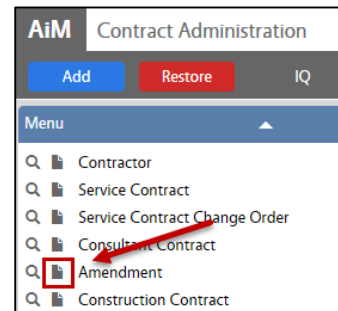Consultant Contract Amendment are managed by status codes.

The Consultant Contract Amendment is driven by the Consultant Contract Number so it is recommended that the information contained below, as well as any electronic documentation be available when completing the Consultant Contract Amendment.

Responsibility: ADMIN ASSOC LRFP / CONTRACT SPECIALIST

The ADMIN ASSOC LRFP or the CONTRACT SPECIALIST will perform the following procedures in AiM for entering a Consultant Contract Amendment.

Amendment to Consultant Contract:

1. From the Workdesk, click: **Contract Administration**

2. Click: **NEW** (*Next to **Amendment***)

3. Search for the Consultant Contract. If you know the contract number, enter into Contract Field.

4. Click: ***Consultant Contract number hyperlink***.

5. The following fields have been populated from the Contract:
    a. Amendment Number
    b. Status Code
    c. Contractor ID
    d. Contractor ID Address Code
    e. Capital Project Number

6. Enter the Construction Change Order in the **Description** field.

7. Enter the **Amendment Date**

8. From Line Item, click: **ADD**
    a. Select Amendment Type:
        i. Add New Contract Line
        ii. Adjust Contract Line
    b. Click: **Done** to advance to the Line Item Detail Screen.

    c. Click: 🔍, select the **Line Item**
    d. Select **Reason** Code
    e. Enter **Amendment amount**
9. Click: **Done** to return the Amendment screen
10. Review for accuracy, click: **Save**