



HOW TO SUBMIT A CONTRACT AMENDMENT REQUEST TO PCA

NOTE: Contract amendments are effective upon the date of the acceptance letter from PCA.

A company representative with signature authority will submit a request to amend the contract to PCA on company letterhead, and include:

- “Request for contract amendment”, contract number and title”
 - Explanation/Justification (for example; new product/service or replacement or whatever)
 - Vendor contact information
 - Pricing (as follows—may be presented as a separate attachment)
- (1) NEW PRODUCTS/SERVICES PRICING will include:
- Product/Service description
 - Pricing including PCA discount
 - **If adding a new manufacturer please send an “authorized dealer” letter from the manufacturer**
- (2) PRICE DECREASE Pricing may be presented separately, and include:
- Product/Service description
 - Current Price
 - Adjusted Price including PCA discount
- (3) PRICE INCREASES may be presented separately, and include:
- Product/Service description
 - Current Price
 - Adjusted Price including PCA discount

EXAMPLE OF LETTER OF AMENDMENT(S)

Here is the letter template for your Contract Amendment Request for the price changes. Please print on your letterhead, have it signed, & email it back to this email with the Attachments. We will get it approved by the Director/Assistant Director & email it back to you.

In the template please describe the amendment in the products & pricing, giving the reason for the change.

For example, you may say:

- * you no longer offer certain products, so they are being omitted
- * you are adding new products that were previously not available, then list price & PCA discount
- * explain why the price is being increased/decreased & state the percent of the increases/decreases from the original prices submitted.
- * Also send the Amendments as a spreadsheet with your info on it and please include the original item, description, pricing, discounts, etc. that you had in your original RFP submission in a columns & put the amendments in red in a column next to it, so they can easily see the changes. If adding items, then put new addition next to it in red.

ON YOUR COMPANY LETTERHEAD

(when completed – replace, then remove red text & yellow highlights, PDF with any Attachments & email back)

Month Date Year

Purchasing Cooperative of America (PCA)

PCA Director/Assistant Director

pcamerica@pcamerica.org (we will direct it to the Director or Asst. Director for approval, based on availability)

Re: Purchasing Cooperative of America

PCA OD-XXX-XX Name of Contract(s) - Amendment #X

(if you have more than 1 contract, put each contract on a SEPARATE letterhead document)

PCA Director/Assistant Director:

Insert Your Company Name here was awarded a PCA contract for the above referenced solicitation. We propose to amend the contract, as allowed in our contract.

(INSERT YOUR PARAGRAPH HERE DESCRIBING THE CHANGES/UPDATE)

We appreciate your consideration of this request. Please contact me if you have any questions.

Thank you,

Authorized Contract Person's name

Authorized Contract Person's phone number

Authorized Contract Person's email

Attachments:

- **UPDATE AS NECESSARY Example: Merger docs/name change docs (letters of good standing, new company contacts, new W-9, updated Tab 4 information [if needed], etc.)**
- **UPDATE AS NECESSARY Example: New products & pricelist with discount or canceled items, etc.**