



## 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](mailto:pcamerica@pcamerica.org) (we will direct it for approval)

CC: **insert your contract mgr name** [@pcamerica.org](mailto:@pcamerica.org) (always CC your contract mgr)

Re: Purchasing Cooperative of America

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

**(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.**