

SUPPLEMENTAL AGREEMENT
AND JUSTIFICATION FOR CONTRACT CHANGE

Contract No. 4400002387

Contract Change No.

Date: 1/16/2018

Buyer: Dean Hof

Vendor Name: SeeClickFix

User Agency Requestor (name, title, office/bureau): Wynne Hayes, Chief Information Officer

User Agency Requestor Signature: _____ Ext.

Department Head (name): Wynne Hayes, Chief Information Officer

Department: Department of Technology and Communication Services

Signature: _____ Date: _____

This form must accompany the **Contract Action Request** form if seeking approval for any of the following (check all that apply):

Changing scope of work

Changing pricing, discounts and/or rates

Extending period of performance to a new end date of: _____

Exceeding a contract ceiling

Other material change to the contract (describe): _____

Original Contract Ceiling Value: \$73,272.00

Proposed New Contract Ceiling Value: \$80,772.00

Previous Contract Change Amounts (Total): \$ _____

% Previous Contract Change Vs. Original Contract Amount: _____%

Current Contract Change Amount: \$7,500.00

% Current Contract Change Vs. Original Contract Amount: 10%

Howard County, Maryland
Office of Purchasing

Part A – History/Background (provide summary of current work effort):

Part B – Reason for Change (description):

When this contract was initially put in place it was not taken into consideration an initial set-up fee along with future price increases which is why we are asking to increase the ceiling for the final year the contract is in place.

Part C – Explain whether or not the vendor met contractual requirements or was deficient:

Part D – Confirmation of No Other Viable Alternatives (explain why no other option is feasible):

Part E – Consequences of Disapproving the Change Order:

APPROVALS

Dean P. Hof, Purchasing Administrator

Signature: _____ Date: _____

THE FOLLOWING APPROVAL IS ONLY REQUIRED IF THE CONTRACT CHANGES CAUSE THE CONTRACT CEILING TO EXCEED 15% OF THE ORIGINAL CONTRACT CEILING.

Please indicate your concurrence with the requested change. Concurrent with your response, we will process the request by preparing the amendment to the legal agreement, if required, or issuing the contract change. We will then forward copies of the change documentation to the County Auditor as required by Section 4.117(4) of the County Code.

Lonnie R. Robbins, Chief Administrative Officer

Signature: _____ Date: _____