



**Saint Paul**  
PUBLIC SCHOOLS

## eRFP Amendments: Light User Job-Aid

### 0. Introduction

#### What is an amendment?

A process and result of deleting from, making changes to, correcting, or adding to an existing contract after it has been signed.

#### Why would you need an amendment?

Amendments are needed whenever you want to make changes to the original contract. The most common uses for amendments are to **extend the date of the contract** and **add more money to the purchase order**.

Another reason to create an amendment would be to add or change deliverables.

If you have any questions on if an amendment needs to be created please reach out to the purchasing department.

### 1. Amendment Creation

Sign into eRFP and click on amendments on the left side panel of the web browser (below)



Select the contract from the dropdown you are wanting to amend and click next.

### 2. New Contract End Date

**New Contract End Date**

If you are extending the date of the contract: Update the new contract date to the new end date of the contract

If you are *not* extending the date of the contract: leave as is (mm/dd/yyyy)

### 3. Additional Contract Amount

Addl Contract Amount \$

If you are increasing the amount of the contract: put the *additional* amount you are adding to the contract. For example, if you need to add \$1,000 to a \$3,000 contract, you would enter \$1,000 in this field.

If you are *not* increasing the amount of the contract: leave blank

### 4. Recitals: Desired Changes

In the desired changes box, type a brief description of what you are trying to achieve with the amendment. See below examples for ideas, but this can really be anything you want.

Examples for increasing funds:

“The parties desire to enter into this written amendment for the purpose of increasing the value of the contract to expand services”

“Increasing contract value by \$x,xxx.xx for additional services.”

Example for extending contract date:

“Extending contract date to xx/xx/xx. All other items of the contract still pertain.”

“The contract end date has been extended to xx/xx/xx per (vendor). Extending time to submit invoices until xx/xx/xx. No value added.”

### 5. Sections

For best practices, take original contract and update language of the section that needs to be changed.

To get to the original contract, select Executed on the left-hand side of eRFP, press ctrl+F then look for the contract number. On the contract you are looking for, click the green text that says “View Signed Doc.”



Contract Data	Date Sent	SPPS	Vendor File	Note(s)	Change Boiler Plate	Approve [A   D]	View PO
	8/13/2019		VIEW Signed Doc			Approved	

Make sure from the original contract that you are referencing the correct section. If the original signed contract is the SPPS template, changes to the contract amount will be in section 6.1, but if the signed contract is a vendor contract, the amount would be in a different section.

As an example, updating the amount of the contract when the original signed contract is the SPPS consulting template should look like the below:

**Section: 6.1** Method. As compensation for services provided by Consultant under this Agreement, the District shall pay:  
A lump sum or flat fee payment in the total amount of \$3,000.00 ("Fee Limit"). The District shall have no obligation to pay any amount billed in excess of the Fee Limit without written authorization signed by a District representative with express authorization to do so. In the event that Consultant anticipates that completing the Consulting Services will require work resulting in payment exceeding the Fee Limit, Consultant shall provide written notice to SPPS via letter, fax, or e-mail as soon as practicable. Consultant shall receive payment of lump sum or flat fee, upon the receipt of a valid invoice required by Section 6.2, as follows:

- \$3000 on 6/23/2023 following the receipt of The speaker will present at the Expo for two hours; the first hour is dedicated to their presentation, and the second hour is a deep dive into their presentation with educator attendees. Written or visual material will be shared with SPPS, Chong Yang for SPPS educators' use.;

If this is too difficult, do the best you can to pick the correct section from the original contract and fill out as much information as you can. One of our Contract Managers should be able to help you if you are still having trouble with this section.

**6. Make Sure to click “Generate using SPPS Template\*” at the bottom of the page to save all inputs. After doing so, your amendment will be saved in eRFP, but it will not be sent for approval just yet.**

### 7. Send amendment through approval process.

Going back to the eRFP homepage, your amendment should show up under amendments at the top.

**Amendments**

Contract Title	Effective Date	EDIT	SPPS	Supplier Contract File	Note(s)	Send for Approval	Upload Addl Supplier Files	Status
<input type="button" value="Send Amendment for Approval"/>								

To send for approval, check the box under “send for approval” by the amendment, and click “Send amendment for approval. Make sure you click the amendment button and not the contract button, if you don’t do this, the amendment will not be sent for approval.

## 8. Checking Amendment Progress

To check the progress of your amendment, click on Workflow Status in the top left of eRFP, then click on “amendments.” From here you can see what step in the process your amendment is at, which will be identified in the system as a running horse.



### Further Questions:

If you have further questions on amendments, please feel free to reach out to any one of our contract managers listed below:

Pamela Anderson: [pamela.anderson@spps.org](mailto:pamela.anderson@spps.org)

Melissa O’Neil: [melissa.oneil@spps.org](mailto:melissa.oneil@spps.org)

Javier Gonzalez: [javier.gonzalez@spps.org](mailto:javier.gonzalez@spps.org)